



2023-2024 Circle Manual

Raising Funds, Friends & Awareness for CHKD
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Section 1

General Information

- Mission, Vision and Tag Line
- Role of The KD Board of Directors
- Circle Liaison Responsibilities
- KD Staff Contact Information and Responsibilities



Mission

To provide support to Children's Hospital of The King's Daughters through fundraising, volunteerism, leadership, and advocacy for the children of southeastern Virginia and northeastern North Carolina.

Vision

To support Children's Hospital of The King's Daughters by providing volunteers, funds, and advocacy to ensure that all the children in our community are treated and cared for by the best medical professionals and state of the art equipment. We will continuously work to increase our membership, funds donated, and the community's awareness of the hospital and all its needs.

Tagline

Raising funds, friends and awareness for CHKD

Role of The King's Daughters Board of Directors

The Board of Directors is the policy-making body for the organization. The Board members are available to assist you with a variety of topics such as project coordination, Circle leadership, community contacts or conflict management within a Circle.

Board meetings are held the last Thursday of each month (except in July and November), and usually the second Thursday in December, to review financial statements, discuss upcoming Circle projects for approval, respond to problems, make new policies or guidelines as needed and convene committees to investigate important issues. Board committees include Communications and Membership, Development, Finance, Governance, Legislative, and Nominating.

Each Circle is assigned a Board member liaison, called a Circle Liaison. As Circle Liaison, the Board member communicates with that Circle, solicits updates when needed, attends Circle meetings or projects when possible, and helps that Circle with anything else that may arise throughout the year.

Circle Liaison Responsibilities

1. Circle Liaison will provide liaison Circle Leaders with their contact information at the start of each fiscal year and let them know that they are available to support their efforts.
2. Circle Liaison will offer to attend a meeting each fiscal year for each of their Circles assigned to them.
3. Circle Liaison will assist their liaison Circles as requested and attend their liaison Circle's projects when possible.
4. Circle Liaison will encourage their Circles and let them know how important they are to The KD Board, KD staff, and organization as a whole. They should be available to Circle leadership as needed to create a strong link between The KD Board and the Circles.
5. Circle Liaison will keep their Circles updated on important KD updates and advocacy requests as needed.
6. Circle Liaison will contact their Circles to remind about KD Connect meetings and other important gatherings such as Circle Orientation.

KD Staff Contact Information and Responsibilities

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Main Number: 757-668-7098

Website: www.kingsdaughters.org

Facebook: Name – The King’s Daughters for CHKD
Link – <https://www.facebook.com/kingsdaughters/>
Handles – @kingsdaughterschkd
 @RunWalkfortheKids
 @BreakfastwithSantaCHKD
 @moonlightandmistletoeCHKD

Instagram: Handles – @kingsdaughterschkd
 @chkd.runwalk

Role of the KD Office Staff

- The KD staff members support The KD Board of Directors and KD Circle Membership.
- The KD staff is responsible for enforcing KD policies, federal and state laws governing non-profit organizations, contractual agreements, and any other legal policies to which The King's Daughters or the Circles may be accountable. This includes ABC license requirements, raffle regulations, insurance coverage, etc.
- The KD staff reviews all KD and Circle correspondence to ensure consistent, professional and accurate presentation of information. Correspondence includes event flyers, invitations, tickets, donation-request and thank-you letters, information to other Circles, bulk mailings, etc.
- The KD staff provides Circle Project publicity in The Circular (KD quarterly newsletter), on The KD website and on The King's Daughters Facebook pages. The office can assist Circles with a publicity plan for Circle projects when needed.
- The KD staff can assist with various print services "in-house" including: flyers, tickets, posters, event programs, brochures, signage, etc. The staff may also provide assistance with layout design and content. Circles should allow a two (2) week turn-around time for office staff requests.
- The KD staff works with each Major Project committee to oversee and assist with all aspects of event planning and execution.
- The KD staff plans and assists with special projects, involving community groups or businesses, such as McDonald Garden Center’s “Make a Scarecrow, Make a Difference” Project.

Lisa Coleman, Executive Director

668-7099

Lisa.Coleman@chkd.org

- Oversees staff and operation of the organization
- Works closely with Executive Committee and Board members
- Solicits sponsors
- Liaison between the organization and CHKD/Sr. Vice President
- Works closely with all Major Project Chairs
- Handles all insurance, ABC and other regulatory requirements for organizations/events
- Available to meet with Circles, speak to Circles, and engage other community groups

Jen Kay, Development Operations Manager

668-7718

Jen.Kay@chkd.org

- Responsible for the organization's financial bookkeeping with oversight from the Treasurer and Executive Director
- Oversees Circle Bank Accounts, Statements, Credit Card Processing, and signature cards
- Assists with solicitations and preparing materials for sponsorships packets
- Assists Circles in developing financial procedures and budgets
- Shares responsibility with the Volunteer/Events Coordinator for posting information to the Website, Facebook, and other social media
- Provides staff support to the Finance Committee, Major Projects and special projects.

Briana Jackson, Volunteer/Events Coordinator

668-8909

Briana.Jackson@chkd.org

- Assists Circles with all aspects of Circle Projects
- Responsible for review & voting procedures and reporting of all P1 and P2 forms
- Ensures all contracts, insurance needs, and license requirements are received from the Circles within the necessary time frame for the event
- Prepares The Circular and assists with the preparation of the Annual Report
- Assists with the solicitation and placement of new members into Circles
- Assists with the starting of new Circles
- Provides staff support to the Communications and Membership Committee, Breakfast with Santa, and Scarecrow Project
- Responsible for the production of the Circle Orientation Manual
- Responsible for posting information to the Website, Facebook, and other social media

Alyssa Woodard, Administrative Assistant

668-7098

Alyssa.Woodard@chkd.org

- Answers all calls, responds to website inquiries, greets guests in office
- Responsible for data entry (hours, linens & gifts, canisters, sponsorships)
- Assists with solicitations and preparing materials for sponsorship packets
- Sends out monthly Board packets, meeting reminders, and makes room reservations
- Assists with preparing information for the Annual Report, New Member Packets, etc.
- Oversees office volunteers and interns and assists with scheduling tours
- Distributes bears, linens, and magazines throughout CHKD
- Provides administrative support for staff, Board of Directors, and Signature Project



Section 2

About The King's Daughters and CHKD Health System

- The King's Daughters History Timeline
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About The King's Daughters and CHKD Health System

The King's Daughters History Timeline

The King's Daughters have a long and vibrant history of caring for children. This timeline highlights The King's Daughters and our involvement with Children's Hospital of The King's Daughters.

The Formative Years

1896 Norfolk's 14 Circles of The King's Daughters unite to form a City Union in order to combine their efforts to administer to the less fortunate. The King's Daughters are also known as Norfolk City Union of The King's Daughters (NCUKD).

1897 The King's Daughters hire their first director, Edith Nason, who serves as a visiting nurse for less fortunate families. She made 1,771 visits on foot that year.

1898 A small house on Bute Street is rented and furnished for The King's Daughters headquarters. A bicycle for the nurse and a Diet Kitchen are donated by contributors.

1901 The first King's Daughters Clinic opens on Charlotte Street.

1905 Eight years after they hire their first nurse, she makes 2,603 visits to families in one year.

The Clinic Years

1913 The first Baby Clinic is established at The King's Daughters headquarters on Duke Street.

1915 A Maternity Service begins with a doctor and nurse dispatched to the homes of mothers in labor.

1916 After working out of various locations in downtown Norfolk, The King's Daughters purchase the residence at 300 W. York Street for NCUKD headquarters.

1919 A prominent Norfolk man, after showing his gambling winnings to his wife, a King's Daughter, is quickly relieved of his ill-gotten \$500 in cash. His wife proclaims, "You know I don't approve, but since you can't give it back, you can give it to The King's Daughters." Thus, the Visiting Service gets its first car, an upgrade from the nurses' bicycles

1922 The first King's Daughters Health Station opens in South Norfolk. Eventually, more than a dozen Health Stations are located in schools and churches throughout residential sections. The Health Station workers teach families proper childcare and sanitation practices and administer vaccines to children.

1926 A third floor is added to headquarters on York Street, and in 1929, the adjoining property

is donated to accommodate the next expansion.

1931 The King's Daughters' nurses make 41,301 visits this year.

1935 The Maternity Center opens, served by eight obstetricians and medical students from the University of Virginia. There are 605 patients registered this year.

1937 An X-ray machine is donated by two medical staff members.

1945 In spite of war shortages, strikes, and delays in materials, the wards at the clinic are completely modernized and expanded.

A Hospital for Children

1954 The King's Daughters begin planning to establish a children's hospital. A fund is established to aid in the financing of construction.

1957 Circle members register more than 2,000 volunteer hours in the Clinic and Health Stations.

1961 The King's Daughters Children's Hospital, the first hospital in Virginia dedicated to children, opens in April.

1962 Circles hold their first annual Holly Ball with proceeds to benefit the hospital. The Pediatric Residency program is established.

1964 Circle members register more than 10,000 volunteer hours and The KD Puppet is created. Members spend thousands of hours in mass production so every child can receive one of these puppets when entering the hospital.

1966 The Visiting Nurse Service is phased out. A pharmacy opens in the hospital.

Growing Up

1970 The name of the hospital is changed to Children's Hospital of The King's Daughters to reflect the focus on pediatrics.

1974 CHKD establishes a Neonatal Intensive Care Unit and transport to bring high-risk newborns from hospitals in surrounding cities.

1976 The King's Daughters set out to raise \$6.5 million toward the \$14 million needed to expand Children's Hospital.

1979 The expanded Children's Hospital is dedicated and has 101,000 square feet of new space and 39,000 square feet in renovated space. It boasts specialized labs and diagnostic clinics and many new services for children.

1983 The first Holly Festival of Trees is held at The Cavalier on the Hill in Virginia Beach. The 21st Annual Holly Ball is held. The two events raise \$150,000 for Children's Hospital.

Reorganizing for the Future

1984 Members of NCUKD create Children's Health System through corporate reorganization.

1985 The CHKD Surgery Center opens, thus ending the long dependence on Norfolk General Hospital for operating room services.

1986 NCUKD opens the first CHKD Thrift Store with the motto: "Everything we sell helps make another child well."

Breaking New Ground

1991 Ground is broken on the latest hospital expansion. NCUKD announces the lead pledge of \$2 million to the \$10 million building fund.

1992 CHKD and Eastern Virginia Medical School jointly establish the Center for Pediatric Research.

1993 With 11 CHKD Thrift Stores, several major fundraising projects, and scores of Circle projects, NCUKD contributes \$900,000 to the hospital, more than the combined budgets of the first 22 years of its history.

1994 The dedication and opening of the expanded hospital takes place. The new state-of-the-art facility has expanded outpatient offerings and the region's first pediatric emergency center.

1996 Norfolk City Union of The King's Daughters celebrates 100 years of service to the children of the region.

A New Millennium

2000 Norfolk City Union of The King's Daughters raises enough money to purchase a state-of-the-art mobile transport unit for CHKD.

2001 Children's Hospital of The King's Daughters celebrates its 40th birthday!

2003 The King's Daughters designate Major Project funds totaling \$133,000 to purchase an Aquatic Therapy Pool at CHKD's Oyster Point location.

2004 Major Project funds totaling \$144,000 are designated to purchase Giraffe Omnibeds for CHKD's Neonatal Intensive Care Unit (NICU). CHKD opens a new Health Center at Oyster Point in Newport News, Virginia.

2005 Major Project funds totaling \$158,000 are designated toward the Child Abuse Center and Nursing Externship Endowment funds. This completes NCUKD's 5-year commitment of \$1,000,000.

2006 Tour de Cuisine is now an annual event and one of The King's Daughters' Major Projects. The tour is held in the Edgewater neighborhood of Norfolk and raises \$35,000.

2007 The King's Daughters donate \$850,000 to CHKD. RunWalk for the Kids becomes an annual event with over 800 participants and raises a total of \$50,000. The 25th Annual Holly Festival of Trees is held at the Portsmouth Renaissance Hotel.

2009 The King's Daughters pledge \$250,000 to the new CHKD Virginia Beach Health and Surgery Center.

2010 The KD Facebook page reaches over 4,300 people online.

2011 The King's Daughters pledge \$150,000 toward the purchase of an Aquatic Therapy Pool for CHKD's newest location, the Chesapeake Health Center at Oakbrooke.

2012 The 7th Annual RunWalk for the Kids held at Town Point Park raises \$104,000 and has nearly 3,000 participants. The King's Daughters hold the 50th and final Holly Ball and the 30th and final Holly Festival of Trees. The combined income from these two Major Projects raises \$196,000 in support of CHKD's Cardiac Care Program and PICU.

2013 The King's Daughters introduce a new holiday tradition, Moonlight and Mistletoe, which raises \$120,000 toward the \$500,000 pledge to establish The King's Daughters Milk Bank. Breakfast with Santa becomes a stand-alone event raising \$7,000 in its inaugural year. The Dr. Donald Lewis Award is established.

2014 The King's Daughters Milk Bank opens with an impressive 198,568 ounces of milk donated. \$600,000 is donated to CHKD from Circle projects, canister proceeds and the four Major Projects.

2015 The 10th Annual RunWalk for the Kids is held at Town Point Park. The tagline of "Raising Funds, Friends, and Awareness for CHKD" is adopted. The last Tour de Cuisine is held in East Beach.

2016 The King's Daughters donate \$575,000 to CHKD with the majority of the gift designated toward the purchase of a new intensive care transport vehicle.

2017 The 12th Annual RunWalk for the Kids is held at the new Waterside District on the Norfolk waterfront. The King's Daughters donate \$625,000 to CHKD with \$250,000 going to support the Sports Medicine Program, \$87,000 to complete our pledge for the new transport, and \$89,000 to The KD Milk Bank. For the first time, membership is given the opportunity to select our

fundraising focus and votes to support the Behavioral Health initiative with a \$1 million pledge.

2020 Having donated \$600,000 to CHKD in 2019 (of which \$500,000 went to complete the \$1 million mental health pledge), The King's Daughters commits to raise within five years an additional \$2 million for a total of \$3 million toward CHKD's Mental Health Program.

2021, The King's Daughters celebrated 125 years of service to the children of our community. The 1896 Society was established to help fund new initiatives and new equipment for CHKD through individual donations.

2022 The King's Daughters bounces back after COVID-19, and has now paid three quarters of the \$2 million pledge to Children's Pavilion, CHKD's new mental health hospital; thanks to the creative hard work of The King's Daughters.

2023



CHKD History Timeline

Since The King's Daughters established the hospital in 1961, CHKD has undergone two major renovations and expansions and is now at the heart of a comprehensive system of caring dedicated exclusively to children. And we will always provide care for every child who needs it, regardless of the family's ability to pay.



1960s

After caring for children since 1896 through a visiting nurse program and then a Children's Clinic, The King's Daughters rallied the community and raised the money to build their dream: a hospital devoted specifically to children.

On April 23, 1961, these determined women were thrilled to dedicate Children's Hospital of The King's Daughters, a three-story, 88-bed hospital, where every child would be treated equally, regardless of their financial circumstances. On May 5, 1961, the first children were admitted to CHKD. In that inaugural year, the hospital had 90 employees.

The King's Daughters and hospital administrator William Selvey soon led the facility to its first major milestone: its 1962 accreditation by the Joint Commission. A few months later, CHKD's new residency program was also accredited. At the time, pediatric oncologist Dr. Melissa Warfield was the hospital's medical director and its only full-time physician. In its first full year serving children, inpatient admissions accounted for 18,109 patient days.

Also that year, The King's Daughters hosted their first Holly Ball to raise funds for CHKD. In 1966, volunteers launched a program that helped children adjust to being in the hospital, setting the stage for today's clinical *Child Life Program*, an essential component of patient care at CHKD. An in-hospital pharmacy also opened, and CHKD's 17 specialty outpatient clinics were now treating more than 31,000 children annually.

To keep children from falling behind in their schoolwork, the hospital school program was created in 1969, with one fulltime teacher provided by the Virginia Department of Education. That same year, the hospital's gift shop opened, staffed by King's Daughters volunteers. And CHKD's specialty services expanded to include pediatric neurology, radiology, cardiology and endocrinology.





1970s

In 1972, at a time when premature newborns still had low survival rates, CHKD added the fledgling specialty of neonatology, opening the region's first **NICU** beds within the Pediatric Intensive Care Unit. Advancements in the field were fast and furious -- nationwide, neonatal mortality plummeted 41 percent between 1970 and 1979. Today thanks to continual advancements, the **NICU** now routinely cares for babies born as much as three-and-a-half to four months early. The specialty of **pediatric urology** was added in 1973. By now, the hospital was crowded with new services and more patients. Discussions began about the need to expand the hospital.

In 1975, CHKD established its signature **pediatric transport program** and began bringing critically ill children from other area hospitals to the pediatric experts at CHKD.

In 1979, thanks to unprecedented community support, the hospital opened its much-needed addition of two floors. Now CHKD had two dedicated intensive-care units: the NICU for newborns and the PICU for all other children. The five-story hospital also housed a full-service laboratory, dietary services, diagnostic clinics, and nephrology and psychology specialties. And the now-familiar CHKD blocks logo became the hospital's enduring trademark.

1980s

The new decade kicked off with the pediatric transport program expanding its services through a second transport van. We established an in-house **chaplains program** in 1981; until then those services had been provided by volunteer chaplains. And CHKD's second president and CEO, Steve Perry, took the helm from William Selvey, who had served the hospital for 21 years.



In 1983, the ever-dedicated King's Daughters staged the first Holly Festival of Trees. In 1984, CHKD's forward-thinking leadership established Children's Health System as the region's only pediatric health-care system. CHKD Foundation also came into being that year, and inpatient admissions accounted for 36,823 patient days, double what they were when the hospital opened.

A huge leap in health care for Hampton Roads children occurred in 1985. With the addition of eight operating rooms, CHKD introduced the region's only **pediatric surgery program**. Also that year, the hospital's new **neonatal/perinatal outreach program** began coordinating services with other area hospitals for high-risk newborns.

In 1986, an inpatient physical/occupational therapy center was opened, as was the first CHKD Thrift Store, sponsored by The King's Daughters. Today, the region's 22 CHKD Thrift Stores contribute more than \$2 million annually to the health system.

The hospital responded to another vital need a year later by opening a 12-bed **transitional care unit** to assist children who are dependent on technology make the transition to home or long-term care. In conjunction with its opening, CHKD added the specialty of **pediatric pulmonology**.



In 1987, CHKD pediatric surgeon Donald Nuss began working on a new surgical procedure to correct the most common deformity of the chest wall in children. Dr. Nuss' innovation, now known as the **Nuss Procedure** for the correction of pectus excavatum, heralded a new era in minimally-invasive surgery for children and put CHKD on the map as the international leader in the treatment and research of pediatric chest wall deformities.

As the 1980s came to a close, CHKD was taking part in a clinical trial of the first surfactant, a substance that keeps underdeveloped lungs from sticking together like flypaper, causing suffocation. Surfactant has since saved thousands of premature babies whose failing lungs would otherwise have caused death or catastrophic brain damage. The development of surfactant has ushered in many other technologies that have produced better results for younger infants – to the point that doctors often reflect on the vastly different outcomes in the pre-surfactant and the post-surfactant eras.

1990s

The '90s arrived with another CHKD first: the hospital performed its first cochlear implant surgeries, bringing sound to hearing-impaired children.

By 1991, 12 years after its addition of two floors, the hospital was again squeezed for space and began planning for the next major expansion.

In 1992, we launched Children's Health Line at (757) 668-7500 to help parents find doctors for their children and access other CHKD services.

Children's craniofacial program opened and the cardiac program expanded to include the telemetry and cardiac catheterization units. We also added rheumatology to our list of specialty clinics.

A year later, we established **Children's Surgical Specialty Group**, the region's only multispecialty pediatric surgery practice, which offers board-certified, fellowship-trained pediatric surgeons in general surgery, orthopedics and sports medicine, plastic surgery, neurosurgery and urology.

The year 1994 saw one of the most significant events in CHKD's history: the opening of a brand-new hospital that was three times the size of the previous one. This state-of-the-art health-care headquarters for Hampton Roads children now offered the region's only pediatric Emergency Center and 166 inpatient beds. And with the brand new hospital came a new president and CEO: Bob Bonar.



In 1996, five primary care pediatric practices joined Children's Health System, making our services to the region's children much more comprehensive. Today, **CHKD Medical Group** consists of approximately 100 pediatricians in 15 practices from Elizabeth City to Williamsburg.

A year later, we established **Children's Surgical Specialty Group**, the region's only multispecialty pediatric surgery practice, which offers board-certified, fellowship-trained pediatric surgeons in general surgery, orthopedics and sports medicine, plastic surgery, neurosurgery and urology.

Also in 1997, Dr. Donald Nuss presented his new Nuss Procedure to correct pectus excavatum at an international surgery conference, officially launching the widespread adoption of the minimally invasive technique developed at CHKD.

In 1999, CHKD assumed operational and funding responsibilities for the region's established **child abuse program**, which now coordinates the efforts of medical, legal and law enforcement agencies on behalf of abused children throughout our service area.

The Health System launched its popular website, www.chkd.org, on the cusp of the new millennium, providing important children's health information to area families with the click of a mouse.

In the late '90s, the hospital also opened the region's only pediatric acute inpatient rehabilitation unit and acquired its first MRI equipment.

2000s

The year 2000 marked the first step in what would become an important strategic initiative for CHKD. We opened our first multi-service, community-based **CHKD Health Center in Chesapeake**, bringing CHKD's signature services close to the homes of our families. Six more health centers and satellite locations around the region would soon follow.

In 2001, CHKD became one of the first hospitals in the nation to address the growing public-health concern of childhood obesity by launching the **Healthy You** weight management program for children and teens. In the years since, Healthy You has evolved into a comprehensive treatment module that combines lifestyle education, exercise, emotional support and clinical care.



Reach Out and Read, a program that fosters literacy through book giveaways at well-child pediatric visits, started in CHKD's primary care practices in 2001. Since then, CHKD's pediatricians have bestowed thousands of copies of *Goodnight Moon* and other beloved children's classics to area families.

By 2002, many of the congenital heart defects that once required open-heart surgery could be repaired using minimally invasive cardiac catheterization procedures. To accommodate increased demand for this service, CHKD opened a larger and more sophisticated cardiac catheterization lab in 2002.

Our current president and CEO, Jim Dahling, assumed leadership of CHKD Health System in 2003. Also in 2003, young athletes got a boost from CHKD when we established our **Sports Medicine Program**.

Peninsula families were happy to learn of the 2004 opening of CHKD's Health and Surgery Center at Oyster Point. Now many outpatient services, including sports rehab, diagnostics, therapies, primary care and specialists, were all under one roof and much more convenient to children in Hampton, Newport News, Poquoson, James City County and Williamsburg. In 2005, we opened the region's first pediatric outpatient surgery center exclusively for children at the same location.

In 2005, CHKD's Buddy Brigade of pet therapy dogs began dispensing smiles, cuddles and kisses. Later in the year, we also dedicated our new **cancer and blood disorders center**, which was designed specifically to make the lengthy outpatient visits our **hem-onc** patients make more efficient and comfortable.



We launched eKIDs, a major upgrade of our clinical information and medical records systems, in 2006. Through a phased implementation system, our eKIDs team has moved many of our clinical services from paper and pen to electronic record-keeping and communications, ushering in improvements in quality, patient care and safety along the way.

As the community around us grew, so did our community outreach program. In 2007, those programs reached more than 19,000 families with informative classes and lectures. We also made pediatric MRI services more convenient that year by offering mobile MRIs.

In 2008, CHKD's diabetes education center began helping thousands of children learn to live with diabetes. Also that year, child psychiatry was now listed among CHKD specialties, and the hospital's interpreter program was introduced, with more than 70 volunteer and staff interpreters helping patients in 19 languages. The year 2008 also saw the opening of the 62,000-square-foot CHKD Health and Surgery Center at Concert Drive. Now close to home for Virginia Beach families were X-ray, MRI, ultrasound, lab and audiology services; occupational, physical and speech therapies; a fully equipped sports medicine gym; and two primary-care pediatric practices.

Even though the term hospitalist was just coined in 1996, by 2009 pediatric hospitalists were already coordinating patient care at CHKD. These in-house physicians provide comprehensive coverage from admission through discharge, while communicating with primary care pediatricians on diagnostic and treatment regimens.

That same year, ***CHKD's Health Center at Oakbrooke*** opened in Chesapeake, with surgical group practices, audiology, lab, radiology, specialists' offices, sports medicine, a sports medicine gym, outpatient clinics, and physical, occupational and speech therapies. The center also houses an aquatic therapy pool, sleep studies unit and a primary-care pediatric practice.

By 2010, Children's Medical Group of primary care physicians had grown to comprise 15 practices in 24 locations throughout Hampton Roads, from Gloucester to Elizabeth City, N.C. And at the hospital that year, inpatient admissions accounted for 54,207 patient days, triple what they were when CHKD opened.

In 2013, CHKD completed a redesign of the hospital's entrance, lobby and first floor walkways to improve patient access and traffic flow and create an inviting welcome for CHKD families. The following year, CHKD celebrated the opening of a renovated outdoor play deck on the "roof" top. The 1,550-square-foot play area features playground equipment for children of all abilities, an art area and covered tables so kids in the hospital can still have outside playtime.

In 2014, CHKD established The King's Daughters Milk Bank – the first of its kind in Virginia – and CHKD later opened the region's third urgent care just for kids on October 5 on the Peninsula. Located in the new CHKD Health Center and Urgent Care at Tech Center, at 680 Oyster Point Road in Newport News, it provides care for common illnesses and injuries of childhood, including colds, flu, sinus and ear infections, asthma and more.



The King's Daughters Milk Bank began processing donated mothers' milk for medically fragile infants. Operating under the guidelines of the Human Milk Bank Association of North America, the milk bank ensures the safety of donated milk by careful screening, lab testing and pasteurization techniques.

In 2015, CHKD opened the region's first Urgent Care Center exclusively for infants, children and teens on Volvo Parkway in Chesapeake. Now, with additional locations open and several coming soon, more than 25,000 visits are made to CHKD Urgent Care Centers across the region each year for strep tests, sprains, stitches and more.

CHKD opened the region's second urgent care exclusively for infants, children and teens on March 16, at Lohemann's Plaza in Virginia Beach.

CHKD opens pediatric gynecology services through the adolescent medicine program. The practice focuses on evaluation, diagnosis and treatment of reproductive health issues of girls from birth to age 23. Gynecology services are offered in Norfolk, Newport News, Williamsburg and Virginia Beach.

CHKD later opened the region's third urgent care just for kids on October 5 on the Peninsula. Located in the new CHKD Health Center and Urgent Care at Tech Center, at 680 Oyster Point Road in Newport News, it provides care for common illnesses and injuries of childhood, including colds, flu, sinus and ear infections, asthma and more.

UVA/CHKD formed regional collaborative on cardiac care to improve outcomes for children with complex congenital heart defects. In addition, UVA/CHKD established a clinically integrated network dedicated exclusively to improving children's health. The physician-led network unites pediatric healthcare providers to develop protocols, practices and standards of care, thus improving patient care and reducing costs.

In September, 2017, the Virginia Department of Health awarded CHKD provisional status as a Level I pediatric trauma center. Level I trauma centers care for the most severely injured patients and have the resources to address all aspects of accidental injury, from prevention through rehabilitation.

In July, 2018 CHKD received notification from Virginia Commissioner of Health, Dr. M. Norman Oliver, that the state had approved the hospital's certificate of public need application for a new pediatric mental health facility to help meet the critical shortage of services in our region. The new facility will be built just off of Brambleton Avenue in Norfolk and will include 48 inpatient mental health beds exclusively for young patients, along with mental health day treatment programs and other services. The state also approved the addition of 12 inpatient beds in the

current Hospital for inpatient mental health treatment of children and teens.

Also in 2018, CHKD opened a new sleep medicine center on the Peninsula at CHKD's Health Center and Urgent Care at Tech Center. Families on the Peninsula now have convenient access to services related to sleep issues unique to children.

September 2019, CHKD held a special ground breaking celebration and shared transformational plans of the new mental health hospital and their vision for the future of mental health care for our children.

August, 2020, the "Topping Off" ceremony marked the symbolic completion of the structural phase of the \$224 million building located on the same campus as CHKD's main hospital, as CHKD celebrated the placement of the highest beam on a 60-bed, 14-story mental health hospital and outpatient center. A significant step toward bolstering children's mental health care in Virginia.

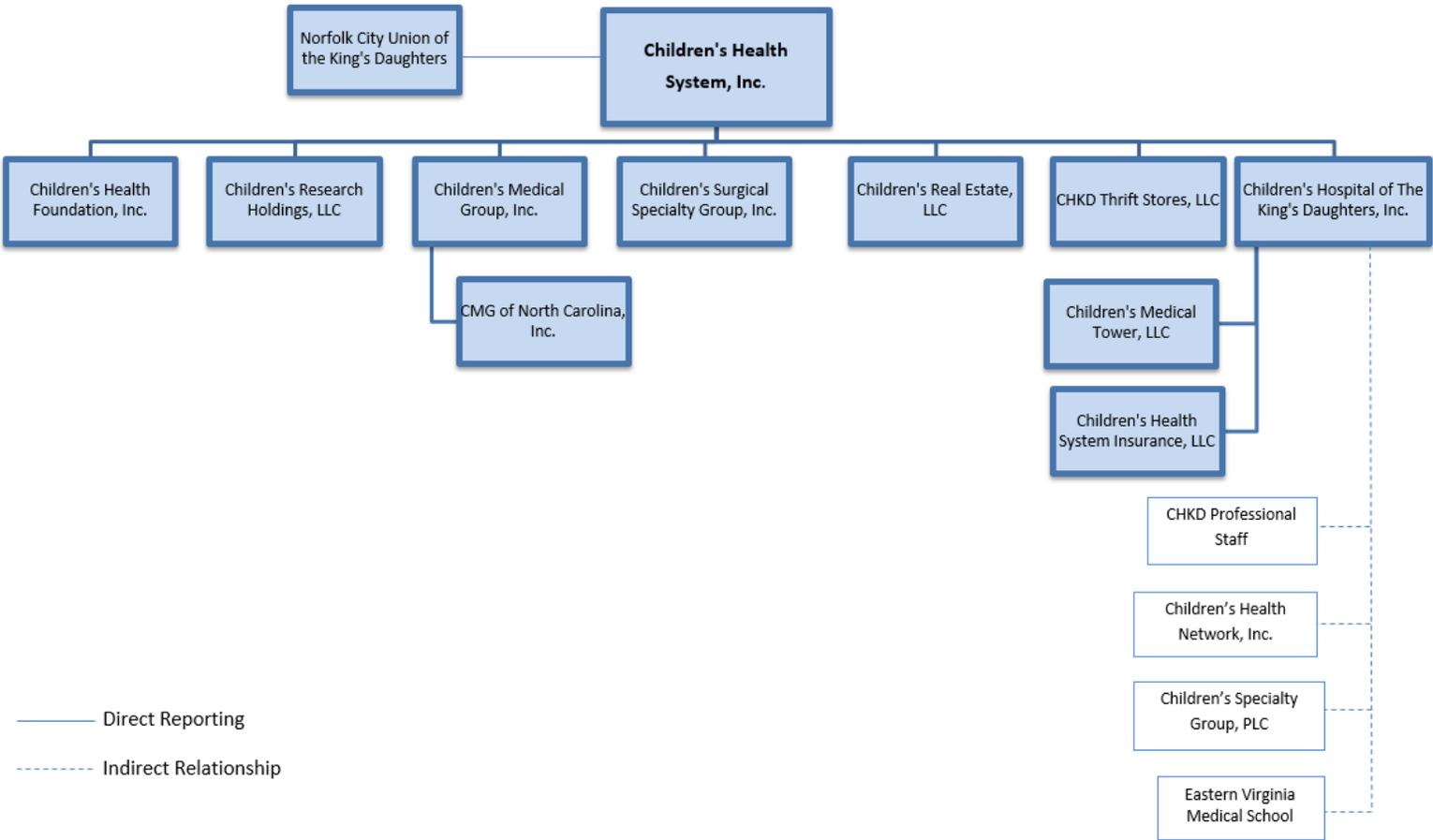
October, 2022 Children's Pavilion, CHKD's new mental health hospital opens, it will be the centerpiece of a bold new initiative that will provide a full spectrum of mental health care for children, filling a critical gap in a statewide shortage of pediatric mental health services. Already, reports are showing heightened anxiety in children experiencing fear about COVID-19, insecurity created by job losses within their family, and loneliness from social distancing. Fallout from these issues will unfold in the months and years to come. This facility features 60 private inpatient rooms with sleeping accommodations for a parent. Children will also receive outpatient therapy in an environment that supports their families and community. A "partial hospitalization" program will enable children to spend most of the day at the hospital, but still reside at home. Other facility highlights include an outdoor recreation area, an indoor gym, a music room and recording studio, a garden, a soothing multi-sensory room, and family lounge areas. The CHKD mental health hospital will employ 415 doctors, nurses, therapists, and other mental health professionals who will treat children across the state and beyond.

Today, CHKD remains Virginia's only freestanding children's hospital and one of only 47 in the nation. CHKD has grown from its original 88 beds to 206 beds. Even more important, it is the heart of the region's only comprehensive health system dedicated exclusively to children, now staffed by more than 3,100 employees working throughout an expansive region.



**Children's Health System, Inc.
And Its Subsidiary Corporations
As of January 10, 2018**

Reviewed July 2021





CHKD Health System Overview of Services

Whether a child needs hospitalization, ongoing care for a chronic illness, outpatient surgery or primary care, CHKD Health System provides the staff, facilities and technologies that address the unique demands of childhood.

A Health System Just for Children

CHKD Health System offers a network of comprehensive pediatric services in more than 40 locations that stretch from Williamsburg to Elizabeth City, North Carolina. On the outpatient side, we offer primary care, diagnostic services, urgent care, emergency care, rehabilitative therapies, day surgery and care in more than 20 pediatric subspecialties. Inpatient care is offered at Children's Hospital of The King's Daughters, Virginia's only comprehensive freestanding pediatric hospital.

CHKD: Virginia's Children's Hospital

The King's Daughters, a primarily women's service organization that has worked to improve the well-being of children in our region for more than a century, established Children's Hospital of The King's Daughters in 1961.

Today, CHKD is a 206-bed teaching hospital with special units for neonatal and pediatric intensive care, cancer care, acute inpatient rehabilitation, medical and surgical care, and transitional care. As a freestanding, full-service children's hospital, every inch of our facility and all members of our medical team are devoted exclusively to the needs of young people, and our patients benefit from the full range of pediatric specialists and support services available only at freestanding children's hospitals.

When It's An Emergency

Our Emergency Center serves more than 47,000 children each year. The staff of pediatric emergency specialists responds quickly to serious illnesses and injuries with the compassion, caring and communication that families need during these difficult times. And if it's not a true emergency, our patients are put on a fast-track option much like in an urgent care center.

Surgery Centers Just for Kids

Our Surgery Centers – at the main hospital in Norfolk, our Oyster Point facility in Newport News and our Concert Drive facility in the Princess Anne area of Virginia Beach – offer state-of-the-art surgery for both complex and routine procedures.

Above all, our surgeons, anesthesiologists and nurses know that children are not small adults. They understand how to calm fears, ease pain and quickly return children to the business of being kids.

With many of our surgeries conducted on an outpatient basis, we focus on convenience yet maintain our child-centered approach. Our waiting areas are filled with video games and toys. We offer tours to ease anxieties before surgery. And kids get to choose their “flavor” of anesthesia as well as mode of transportation to the operating room – in a wagon, on a bike or in the arms of our caring staff.

Comprehensive and Convenient Outpatient Services

CHKD offers a wide range of outpatient treatment and evaluative services in convenient locations throughout the region.

From every community within greater Hampton Roads, CHKD Health Centers and satellite locations offer easy access to primary care and specialty services for asthma and allergies, diabetes, heart conditions and many more chronic diseases. Many sites feature state-of-the-art radiology and laboratory testing as well as a full complement of rehabilitative therapies, including a unique sports medicine program designed to get young athletes back in the game.

CHKD Health System’s Pediatricians and Surgeons

The CHKD family includes primary care and surgical practices with offices throughout the region.

Our primary care practices, with more than 90 board-certified pediatricians and nurse practitioners, can be found throughout southeastern Virginia and northeastern North Carolina. Most locations offer evening and weekend hours as well as quick access for sick children. And the practices provide after-hours guidance with many using CHKD’s pediatric nurses to answer urgent questions.

Our surgery practices offer an array of pediatric expertise in neurosurgery, orthopedics and sports medicine, general pediatric surgery, plastic and cardiothoracic surgeries and urology. CHKD’s board-certified surgeons have pioneered new procedures and learned innovative techniques to bring the best surgical care to children of all ages. They operate at CHKD surgery centers in Norfolk, Newport News, and Virginia Beach and see patients for evaluation and follow-up care at our health centers throughout the region.

Dedicated to Education and Research

Children’s Hospital is home to Eastern Virginia Medical School’s Pediatric Residency Training Program and to dozens of medical specialists who comprise its pediatric faculty

CHKD supports pediatric research and clinical trials to improve the quality of care and clinical outcomes for our patients. And the hospital offers a variety of educational programs and support groups to help parents tackle issues ranging from asthma management to discipline to childhood obesity.

Identifying Abuse and Neglect

CHKD's Child Abuse Program, headquartered a few blocks from the hospital, provides a coordinated response to the needs of children who have been abused or neglected. This unique and highly respected program brings together law enforcement, social services, court representatives and CHKD's medical and psychosocial experts to help victims through the stages of assessment, prosecution and healing.

Community Support

Philanthropy is the lifeblood of CHKD, providing essential services, programs, equipment and technology that might otherwise not be available. Throughout the years, CHKD has relied upon this support from a generous community that is strongly committed to the health of its children. The King's Daughters, founders of CHKD, lead the way among hundreds of friends, providing volunteerism, advocacy and fundraising, including our ever-popular thrift stores in every corner of the region.

What is CHKD?

Children's Hospital of The King's Daughter's Health System, or Children's Health System, is a multi-specialty health system offering comprehensive pediatric care for children from birth to age 21. The following entities make-up Children's Health System.

Children's Hospital of The King's Daughters

The Hospital is the key part of the CHKD Health System. Services include inpatient and outpatient care, surgery, emergency medicine, radiology/imaging, rehabilitation, pastoral services, hospitality services, pharmacy, and respiratory care to name a few.

CHKD Health Centers, Urgent Care & Satellites

Health centers and satellite offices offer convenient access to primary and specialty care, rehabilitation and laboratory services. Locations include Kempsville in Norfolk, Strawbridge in Virginia Beach, Greenbrier in Chesapeake and Oyster Point in Newport News. Our Urgent Care offers after-hours convenience.

CHKD Medical Group

CHKD Health System created CHKD Medical Group to provide families in Hampton Roads access to top-notch pediatricians and a coordinated approach to addressing the health needs of the community's children.

CHKD Surgical Group

CHKD Health System established the surgical specialty practices to provide convenient access for families whose children require surgery. All of our surgeons are board-certified in their specialties and offer appointments in locations throughout Hampton Roads.

Children's Health Foundation

Children's Health Foundation manages the investment funds of CHKD Health System and establishes grants to support operations, research and education for the benefit of our children.

Other affiliations:

Children's Specialty Group is the only pediatric multi-specialty practice serving southeastern Virginia and northeastern North Carolina. The physicians of Children's Specialty Group base their practices at Children's Hospital of The King's Daughters and serve as faculty in the Department of Pediatrics at Eastern Virginia Medical School.

Children's Health Network

CHN primary care physicians and pediatric subspecialists are independent practitioners who are members of the CHKD physician/hospital network.



Section 3

Membership

- Who Can Join a Circle
- How to Join a Circle
- Membership Categories
- Keeping Members Informed
- How to Update Member Information
- Suggested Best Practices for Retention and Recruiting

Membership

Who Can Join a Circle

Circle Membership is open to anyone who supports our mission: To provide support to Children's Hospital of The King's Daughters through fundraising, volunteerism, leadership and advocacy for children of southeastern Virginia and northeastern North Carolina.

How to Join a Circle

The majority of new Circle members join a Circle because a friend is a member. However, throughout the year, The KD Office receives requests from women and men interested in joining a Circle of The King's Daughters. The KD Volunteer/Events Coordinator works with the potential new member to match their interests and needs with appropriate Circles and then assists the person with contacting those Circles and finding the right fit.

Membership Categories

Adult Member

Any member who has paid dues and is in good standing in an Adult Circle shall be entitled to all rights and privileges of membership, including the right to vote on any matter brought before The King's Daughters membership.

Honorary Member

The Board of Directors may grant Honorary status to any member in good standing of an Adult Circle, who is no longer able to participate due to health or physical limitations or has 20 or more years of service. Honorary Members pay reduced annual dues and are not entitled to vote on corporate business of The King's Daughters. When the entire Circle is made up of Honorary members, the Circle is then designated as an Honorary Circle.

Junior Member

Any high school student who is a member in good standing of a Junior Circle shall be recognized as a Junior member. While they can vote on items at their own Circle meetings, Junior Circle members are not entitled to vote on The King's Daughters corporate business.

Keeping Members Informed

The KD Office manages the membership database, which includes names, addresses, emails, volunteer hours and other information. If a member is not in the database, she will not receive any communications from The KD Office including our quarterly newsletter *The Circular*, emails, invitations to events, or CHKD's quarterly magazine *KidStuff*. Thus, it is imperative that the Circle provide up-to-date information on current and new members to The KD Office as soon as possible.

Reminder: The King's Daughters roster is for the exclusive use of The King's Daughters business and **should not** be shared with any other group or organization. If anyone outside the organization requests a copy of The King's Daughters membership listing, please forward the request to The KD Executive Director.

How to Update Member Information

Annual Membership Roster

The KD Office sends a current Circle roster to all Circle Leaders and Treasurers annually at the end of March. Circles are requested to return the corrected roster no later than June 15 accompanied by one check for the dues of all members, unless the member pays dues individually online via The KD website. The KD Office will coordinate with each Circle Treasurer to ensure each member has remitted dues.

Membership Changes

Any changes to membership information, including name and contact information changes, change of member status or resignations should be submitted on a [Membership Changes Form](#) any time during the year.

New Members Application

All new members should submit a completed application to The KD Office Membership Database within 30 days of joining a Circle. A dues check should accompany the application.

Inactive Status for a Member

Circles may grant inactive status to individual members for special circumstances if such status is defined in the Circle's bylaws. Inactive members are included on the Circle's Membership Roster and must continue to pay dues to The King's Daughters through their Circle. They will be kept in the membership database and receive KD communications as long as their dues are up to date.

Deceased Members

In the event that your Circle experiences the death of a member, The KD Office should be notified immediately to ensure that the family doesn't receive unnecessary communications. The Circle should submit a Deceased Member Update Form as soon as possible. If the Circle would like to make a Memorial Contribution, The KD Office can assist with making those arrangements. Circles will be asked to submit a photo of the deceased for inclusion in the program at the Annual Recognition Celebration.

Resignation of a Circle Member

The process for resigning from a Circle should be defined in the Circle's bylaws.

Suggested Best Practices for Retention and Recruiting

Retention

- Have a member be a greeter to welcome newer members and make them feel included. Name tags can also be worn at Circle meetings
- Create, maintain and distribute a Circle Membership booklet to members with profiles (& pictures), roster, bylaws, meeting schedule/locations and food assignments, information on Circle projects, major projects, linens, bears, thrift stores, etc.
- Introduce new members to those who may have similar interests or live near each other (suggest carpooling)
- Ask membership regularly if they are getting emails from The KD Office and update office when necessary
- Do an anonymous survey of the Circle to find out if the Circle is meeting the members needs
- Have at least one purely social/fun event for Circle members each year
- Send special occasion cards to members (such as birthday, sympathy, etc.)
- Have a large number of officers or give members some type of job to get them involved
- Consider being flexible with meeting times and places as the members' needs change
- Be open to having a varied age and demographic makeup of the Circle

Recruiting

- Send invitations to prospective members to attend a meeting
- Have each member invite a guest to a recruiting/social meeting where Circle goals are discussed
- Manage waiting list and invite new members when applicable
- Maintain communication with potential new members, follow-up with KD Staff if the potential member might be a better fit for another Circle
- Consider having a Membership Chair (*could also be the Assistant Leader*)

Section 4

Circles

- General Guidelines
- Circle Officers
- Keeping Members Engaged
- How a Circle is Formed

Circles

General Guidelines

- Circles should meet at least monthly typically September to June
- Minutes should be taken of any business portion of the meeting
- Each member must pay dues and those dues must be submitted to The King's Daughters Office annually in June, or within 60 days of a when a new member joins a Circle.
- Circles must have bylaws that have been approved by The King's Daughters Membership Committee
- All annual reporting forms must be submitted by the deadlines
- Circle funds may not be donated to any other organization other than The King's Daughters.

Circle Officers

Each Circle chooses its own structure and leadership positions.

Please note: It is required that each Circle have a Leader, Treasurer, and an Officer(s) to report volunteer hours and linens and gifts

It is recommended to have a description for all other positions to clarify areas of responsibility. The Circle Officer Listing for the upcoming fiscal year is due to The King's Daughters Office by June 15 of each year. This form is required for completion of the Circle checking account signature forms as well as other organizational needs.

Suggested Responsibilities of Required Positions

Leader

- Schedule, coordinate and preside at all Circle meetings
- Serve as primary point of contact between the Circle, The KD Board of Directors and The KD Office
- Oversee timely submission of all required reports and forms to The KD Office
- Represent or appoint designee to represent Circle at KD Connect meetings
- Oversee Circle fundraising projects and encourage Circle member participation in KD Major Projects
- Keep Circle up to date regarding activities of The King's Daughters and CHKD
- Attend Annual Election meeting in June (or assign an attendee from your Circle)
- Encourage attendance at the Annual Recognition Celebration

Treasurer

- Be familiar with the Circle Finances information in this manual and follow all policies and procedures, see Section 6
- Oversee financial transactions for the Circle (writing checks, making deposits, etc.)
- Provide annual financial report to the Circle and ensure completion of annual audit of Circle checking account
- Deposit funds raised from Circle projects into Circle bank account in a timely fashion

- Turn in project checks to KD Office along with appropriate forms with all donations within 30 days of the completion of each project
- Collect Circle member dues and submit payment to The KD Office by July 15th each year
- Submit to The KD Office a list of your Circle's sponsors who gave a monetary donation of \$1,000 or more for the previous fiscal year by July 31st of each year
- Maintain Circle's Square account. Provide Dev. Ops. Mgr with account login and password info along with corresponding email and password. Close account at end of term and the new treasurer will need to provide SS# and set up new Square account.
- Sign bank account signature form annually with Development Operations Manager – this requires that you provide a copy of photo ID, second ID, DOB, SS#, place of employment, position, etc.

Volunteer Hours Chair *(in many Circles this is the responsibility of the Secretary)*

- Share opportunities for Circle members to participate in Major Projects or assistance needed in The KD Office
- Coordinate the Circle's involvement with any Major Project
- Maintain monthly records of Circle member volunteer hours, and each year submit the annual total per member to The KD Office by June 30th
- Review the preliminary Annual Volunteer Hours Report sent to Circles each July/August by The KD Office. Circles are responsible for ensuring that information is correct for inclusion in The King's Daughters Annual Report

Linens and Gifts Chair *(in many Circles this is the responsibility of the Secretary)*

- Maintain contact with The KD Administrative Assistant regarding current needs of the hospital and keep Circle members informed.
- Collect all finished items from Circle members and deliver to The KD Connect meetings or The KD Office
- Complete a "Linens and Gifts Reporting Form" for all items sent to The KD Office monthly or with each delivery
- Review the preliminary Annual Linens and Gifts Report sent to Circles each July/August by The KD Office. Circles are responsible for ensuring that information is correct before inclusion in The King's Daughters Annual Report

Suggested Responsibilities of Other Positions:

Assistant Leader

- Preside at Circle meetings in absence of the Circle Leader.
- Represent Circle at KD Connect and other meetings in the absence of the Circle Leader, or serve as the Circle Leader's designee.

Signature Project/Canister Chair *(in many Circles this is the responsibility of the Treasurer)*

- Keep an accurate record of all canisters placed by Circle members by submitting Canister Placement Forms to The KD Office as needed
- Make sure all canisters are in good condition. If they need to be replaced, contact The KD

Office for replacements

- Keep an accurate record of monies collected. Give all monies to Circle Treasurer, and request Treasurer to deposit in Circle checking account and write a check for canister funds.
- Mail Circle check and Canister Report together to KD Office monthly or as necessary.
- Review the Canister Roster compiled each year by The KD Office. Circles are responsible for ensuring that placement information is updated each year.

Membership Chair

- Maintain Circle roster and submit Membership Applications and Change Reports to The KD Office in a timely manner throughout the year.
- Submit list of new officers and edited membership roster to The KD Office following Circle elections by June 30th.
- Ensure that each new member of the Circle is welcomed. Either serve as mentor to new members or ensure one is assigned to each new member.

Secretary (*May separate into Corresponding Secretary and Recording Secretary or combine*)

- Take minutes at meetings and distribute to Circle members
- Handle Circle correspondence (thank you notes, get well cards, solicitation letters, sponsor thank you letters, letters on behalf of the Circle, etc.)
- Coordinate and communicate with guest speakers
- May assist with nominations process of Circle
- Notify members of meetings and record attendance at Circle meetings
- May also be responsible for Linens and Gifts Chair duties
- May also be responsible for Volunteer Hours Chair duties

Project Chair

- Provide suggestions for fundraising ideas
- Be familiar with the project approval process. Contact The KD Volunteer/Events Coordinator or the Vice President of Communications and Membership if there are any questions
- Submit the Project 1 Application Form to The KD Office as soon as details are known
- Be sure all project print materials are reviewed by The KD Office before distribution
- Submit applicable vendor agreements, contracts, and sponsor lists to The KD Office for review/signature
- Allow 1 week for approval and 2 weeks for print materials
- Submit ABC license request forms to The KD Office if applicable, as soon as project approved
- Submit event insurance request form to The KD Office if applicable, as soon as project approved
- Communicate with The KD Volunteer/Events Coordinator as needed
- Submit Project 2 Form with proceeds to The KD Office within 30 days of the completion

Legislative Liaison – As Needed

- Work with The KD Board Legislative Chair only when necessary to educate and disseminate information to the Circle with regards to legislation that directly affects CHKD and/or its mission. Information will usually be in the form of an email and will have a "call to action" within the message.

Website/Social Media Chair

- Work closely with The KD Volunteer/Events Coordinator to ensure that the Circle's web page (www.KingsDaughters.org/CircleName) remains up to date
- Periodically view the Circle's webpage and send update requests to The KD Office via email to info@kingsdaughters.org. (Allow 2 weeks for updates to be made). May obtain login credentials from KD staff to manage and edit web page content
- With the Circle Project Chair(s), ensure print materials for upcoming Circle projects are submitted to The KD Volunteer/Events Coordinator to be posted on the website in a timely manner (minimum 30 days prior to project)
- Manage Circle's Facebook page and assist KD Office in promoting Circle events by providing material. Share Circle photos with KD Office for website and social media
- Follow (like, love, share, comment, etc.) The King's Daughters' Facebook Page and share KD posts periodically on Circle page and with Circle members.

Historian

- Ensure photos are taken at Circle Projects and Circle meetings throughout the year.
- Ensure submission of labeled photos to The KD Office
- Follow guidelines provided by The KD History Committee to ensure Circle history is preserved as needed by the organization.

Keeping Members Engaged

From time to time, a Circle might find its members' interests/energy waning. If you think your Circle could use some assistance, please reach out to a KD staff person, your Circle Liaison, the Vice President of Communications and Membership, or the President. We are all willing to help in any way possible.

- Other suggestions:
- Take a tour of the hospital or request a speaker
- Have Executive Director come to Circle to talk
- Shift gears; volunteer for Major Project(s) as a group or individually
- Combine efforts for a Circle project with another Circle
- Take a year off from Circle projects to regroup and investigate interests. But during that year, plan some fun events to get reenergized

How A Circle Is Formed

The interested group contacts the Volunteer/Events Coordinator, who will meet with those interested and explain what is expected and what is needed to become a Circle. Once the group has agreed that they share the same passion for our mission, they need to select a Circle name, elect officers and write bylaws (sample bylaws are provided by The KD Volunteer/Events Coordinator). The packet of information is given to the Vice President of Communications and Membership who then brings it to The King's Daughters Board for an official vote to accept and welcome them as a Circle of The King's Daughters.

Section 5

Opportunities for Member Development and Education

- KD Connect Meetings
- Circle Meetings/Tour a CHKD Location
- Guest Speakers
- Major Project Committees

Opportunities for Member Development and Education

Member development is essential to The King's Daughters because the members of the organization can better serve the needs of children and advance its mission through thoughtful, educated action. There are several ways Circle members can stay informed about the organization, CHKD, and children's healthcare:

KD Connect Meetings

- KD Connect meetings are held 4-5 times a year: August (Circle Orientation); October (Annual Recognition Celebration), February, April and June (Annual Election of Officers and Board)
- Most meetings feature a guest speaker or educational component
- Each Circle is required to send a representative, but all members are encouraged to attend
- KD Connect meetings are a great way to:
 - Receive and distribute information about Major Projects and Circle Projects
 - Speak with members of The KD Board of Directors or staff
 - Learn about some of the challenges facing the organization and CHKD
- Circles are encouraged to give updates and share experiences from their Circles, present Circle Project donation checks, announce bears & linens made, as well as sell items/tickets related to a Circle Project(s).

Circle Meetings/Tour a CHKD Location

****All tours have been paused until further notice. Once they resume there will be a notification sent out.****

- Hospital tours can be very motivating and a great reminder of the cause our organization founded and supports
- Circles are encouraged to hold one meeting a year at CHKD and tour the facility.
- Tours are available to book March 1- October 31.
- Tours may be scheduled at CHKD, KD Donor Milk Bank, or any of the following Health Centers: Landstown, Oakbrooke, Oyster Point or Princess Anne.
- If any member is ill or has any symptoms, we ask they do not attend the tour.
- To schedule a tour for your Circle, please obtain a [Tour Request Form](#) on The KD website or request form from The KD Office.
- In addition, appropriate forms must be signed by each Circle member taking the tour

Guest Speakers

- Circles may schedule a guest speaker for any Circle meeting during the year. The KD Office can facilitate finding speakers on any topic including KD history, CHKD Hospital organization, legislative issues and updates, current health care topics and more. Please allow a minimum of 2 weeks to schedule a speaker.

Major Project Committees

- Volunteering on a Major Project committee is a great way to learn about event management, working with groups, and fundraising. Serving on one of these committees can also educate Circle members about The King's Daughters and its community contacts. Each Major Project Committee is made up of both Circle members and community volunteers

Current Major Projects include:

- Breakfast With Santa
 - Held in November
 - Fun holiday event for children
 - Includes a Silent Auction, activities and a visit and photo with Santa
 - Committee Members:
 - Michala Cardwell, Oceanfront Circle
 - Ashley DaVanzo, Atlantic Circle
 - Linda Ermen, Patriot Circle
 - Lori Fagan, Downtown Circle
 - Carrie Lauck, Circle by the Bay
 - Victoria Long, Lakewood Circle
 - Callie Milligan, North Suffolk Circle
 - Terry Parker, Larchmont Friends Circle
 - Robin Reed-Broadnax, Circle of One
 - Mary Ellen Triplett, Larchmont Friends Circle
 - Jeanine Turman, Circle of One
 - Celeste Wiley, Magnolia Circle
- Moonlight and Mistletoe
 - Held the First Saturday in December
 - Black Tie Gala
 - Silent and Live Auction, Dinner and Dancing
 - Committee Members:
 - Lyn Reid, Co-Chair/Secretary, Maltese Cross Circle
 - Sunny Sonner, Co-Chair/Sponsor Committee
 - Scarlett Baughman
 - Erica Byrum, Magnolia Circle
 - John Carman
 - Donna Counts
 - Suzanne Galanides
 - Caroline Baughman
 - Stacy Holland
 - Chandy Jones, Magnolia Circle
 - Jessica Jones
 - Jean Mercer, Downtown Circle
 - Jenny Perry

- Susan Pilato
 - Jennifer Schrader, Magnolia Circle
 - Carrie Williams, Circle in the Bridge
- RunWalk for the Kids
 - Held in the Spring
 - 5K, 2 Mile Walk and 1 Mile Fun Run for Kids
 - Committee Members
 - Lindsey Aftel
 - Joel Brenner
 - Mitch Callis
 - Jim Cox
 - Jim Dare
 - Jane Dierstein
 - Abigail Dougherty
 - Erin Douglass, Magnolia Circle
 - Matt Fanghella
 - John Hadzima
 - Avi Kelley
 - Betty Kendall
 - Angeleigh Mitchell
 - Paul Neal
 - Jenny Pimentel
 - Griffin Schager
 - Lou Schager
 - Kerry Scheiner, Coastal Junior Circle
 - Cory Sullivan
 - Lori Smythers
 - Stacey Vellines, Downtown Circle
 - Janan Waite
- Anthem LemonAid
 - Held in July
 - No committee at this time
 - Lemonade stands and virtual fundraising for the cancer center
- Tee One Up
 - Held in June
 - Summer golf tournament
 - Includes raffle items
 - No committee at this time



Section 6

Circle Finances

- Annual Membership Dues
- Circle Checking Account
- Circle Check Writing
- Circle Sponsor Recognition
- Acceptance of Credit Cards at Circle Events
- Designated Donations by Circles
- 1896 Society Donations
- Honor/Memorial Donations
- Legacy Giving
- Sales Tax Exemption of Purchases
- Tax Deductible Donations
- Whistleblower Policy
- Fiscal Year Close Out and Annual Reporting
- Checking Account Audit Procedure

Circle Finances

Annual Membership Dues

The dues request and current rosters will be mailed to each Circle Leader and Treasurer by March 31st each year. Corrections and dues must be submitted to The KD Office by July 15th of each year.

Adult Circle Members (*Active and Inactive*) \$50

Adult Circle Members 65 years and older (*Active and Inactive*) \$20

Honorary Circle Members \$20

Individuals may pay dues online at kingsdaughters.org starting July 1st for the next fiscal year. Look out for a KD email announcing dues have opened. Or, make one Circle check payable to "The King's Daughters" to include all dues-paying members. In addition to KD dues, Circles may choose to collect an additional amount of dues to serve as seed money in the Circle's checking account for upcoming projects, items for Circle meetings, etc. This additional amount must be determined by majority vote of the Circle members.

Circle Checking Account

- All Circles will conduct banking transactions with TowneBank (chosen by The KD Board of Directors to handle the organization's banking).
- The Circle Treasurer will be the signer for the Circle checking account, along with The KD Board President & Treasurer. If your Circle requires a second signer, contact the Development Operations Manager.
- Circle Treasurer is required to sign a bank signature form annually with the Development Operations Manager.
- ALL Circle checking account signers are required to provide a picture of their driver's license, 2nd form of identification, DOB, SSN, place of employment, position, etc. to the Development Operations Manager.
- Deposits and withdrawals can be made at any TowneBank branch location. Deposits must be made in a timely manner after money is received by Circle.
- ALL bank inquiries other than writing checks and deposits MUST be handled through The KD Office. This includes check orders, incorrect balances, missing statements, etc. Direct all questions regarding the Circle bank account to The KD Development Operations Manager. Please do NOT call the bank directly.
- Checks to the Circle should be made out to Circle's full name. *Example: "Alice Davis Circle"*
- Circle balances should be maintained and monitored to fund upcoming Circle projects.
- Bank Fees:*
- Overdraft Fee is approximately \$40 per item
- Returned Item Fee is approximately \$40 per item Also known as NSF/check not honorable due to non-sufficient funds available in Circle account. It is recommended to recoup this charge from the person who provided the NSF check (if a check bounces twice, Circle accounts will be charged twice).

- If the Circle orders checks and deposit slips through The KD Dev Ops Manager there will be no charge to the Circle. If the Circle orders checks or deposit slips on their own, the Circle is responsible for this expense.

**Fees subject to change; typically TowneBank makes changes annually in January.*

Circle Check Writing Policies

- All checks written by a Circle must include a detail of the expense in the memo line of the check (Event name & type expense – entertainment, food & beverage, cups, etc.). The KD Development Operations Managers is responsible for auditing all Circle bank statements as part of the financial review process and may contact the Circle with questions.
- When sending in a check to The KD Office:
 1. Make the check payable to "The King's Daughters" or "NCUKD"
 2. Include a detail of the expense in the memo field.
 3. Send only one type of donation on each check. Do not combine separate donations on one check.
 4. Submit with proper paperwork with all checks. Reporting Forms may be found at www.KingsDaughters.org/reportingforms or in this manual.
- When sending in a check of any kind to The KD Office: make the check payable to "The King's Daughters" and include the donation or payment details in the memo field. Submit with proper paperwork. Reporting Forms may be found at www.KingsDaughters.org/reportingforms or in this manual.
- Send only one type of donation on each check. Do not combine separate donations on one check. Note in "memo" of each check the title of the Circle project
- Any checks written by a Circle for \$3,000 or more will require two signatures on the check (one Circle signature AND one authorized KD Board Member signature). Check(s) should be submitted to The KD Office one week in advance of disbursement with corresponding invoices to allow time for Development Operations Manager to obtain additional signature.
- The Circle Treasurer should maintain all deposit receipts and canceled checks for accurate record keeping and for Circle audit committee review. Financial records must be kept for seven (7) years before being destroyed per federal regulations.
- Proceeds from fundraisers should be submitted to KD Office with Project 2 Completion Form within 30 days of the event.
- **No checks may be written from any KD Circle checking account as a donation to another non-profit organization.**

Circle Sponsor Recognition

- All donors who make a tax deductible monetary donation of \$1,000 or more will be listed in The King's Daughters' Annual Report
- The KD Office will email all Circle members each June to request a Circle Project sponsor list. Please submit the following to The KD Development Operations Manager by July 31st for the previous fiscal year:
 1. How donor's name/company is to appear in the Annual Report
 2. Donor Individual Contact Name
 3. Donor Company (if applicable)
 4. Donor Mailing Address (for invitation to CHKD donor recognition event)

5. Donor Phone Number
6. Donor Email
7. Circle Name & Event Name
8. Amount of Donation

Acceptance of Credit Cards for Circle Events

Many Circles are now accepting credit cards at Circle events. The King's Daughters needs to protect these credit card numbers and ensure all funds are deposited directly into the Circle checking account.

Methods for accepting credit cards

Squares

- Squares are the preferred method for accepting credit cards at Circle events.
- Squares may be purchased through Apple or obtained from The King's Daughters Office.
- The Circle's Treasurer has the responsibility of setting up new Square accounts so funds are directly deposited to the Circle's checking account. The Membership/Volunteer Coordinator or Development Operations Manager can assist Circles. When a new Treasurer is elected, the Square acct must be closed & a new acct opened with the new Treasurer's SSN.
- Circles with Square accounts are required to call The KD Development Operations Manager with Circle's ID and password along with corresponding email and password.
- If the Circle does not own their own Square, they can pick up the Square(s) 1 week prior to the event date. The KD Office documents who has borrowed Squares.
- Squares should be returned to The KD Office the first business day following the event

Online Fundraising Accounts

All online fundraising must be done through The King's Daughters website. Circles do not have the authority to setup PayPal accounts, Venmo, or use other fundraising/donation programs/accounts without approval from the Executive Committee.

- Circle funds should not be deposited into a Circle member's private account.

Designated Donations by Circles

It is the policy of The King's Daughters that Circles do NOT designate gifts to particular programs at CHKD without initial conversation with The KD Office. Approval of designated gifts will be given only under special circumstances. For questions, contact The KD Executive Director

1896 Society Donations

The 1896 Society's purpose is to help fund new initiatives and new equipment for CHKD.

Honor/Memorial Donations

- It is the policy of The King's Daughters that gifts in honor or memory of someone should be sent directly to the CHKD Development Department; Post Office 2156, Norfolk, VA 23501, or online at CHKD.org.
- CHKD Development Department will send an acknowledgment to the donor and to the individual or family of the individual being recognized.

- Memorial and Honor Gifts sent directly to CHKD Development Department will not be included in your Circle's gift total listed in The King's Daughters Annual Report, nor recorded by The King's Daughters.
- The King's Daughters typically do not solicit honor/memorial donations, however, if a Circle chooses to make a donation to The King's Daughters instead of Children's Hospital of The King's Daughters, such donation shall be accepted to help further the activities and efforts of The King's Daughters for Children's Hospital of The King's Daughters.

Legacy Giving

The King's Daughters typically do not solicit legacy gifts, however, if a donor chooses to make a legacy gift to The King's Daughters instead of Children's Hospital of The King's Daughters, such gift shall be accepted to help further the activities and efforts of The King's Daughters for Children's Hospital of The King's Daughters.

Sales Tax Exemption on Purchases

The King's Daughters organization qualifies under Code of Virginia § 58.1-609.11 to purchase tangible property without paying the Virginia sales and use tax. The exemption is not applicable to the purchase of taxable services such as meals or lodging. Contact The KD Development Operations Manager *prior to making Circle purchases* to acquire the Retail Sales and Use Tax Certificate of Exemption and obtain the full rules and guidelines for purchases.

Tax Deductible Donations

Under federal law, Norfolk City Union of The King's Daughters, Inc., trading as The King's Daughters, is a 501(c)(3) organization. Our Tax ID number is: 54-128-3946. Individuals or businesses that make a donation to a KD Circle may deduct the amount of the donation from their income when filing their taxes. Donors should always be informed that their donations to The King's Daughters are tax-deductible and should always be provided with a receipt. Contact The King's Daughters Office to request tax forms you may need to give to donors.

Gifts other than money ("in-kind") that are given to The King's Daughters are also tax-deductible. The donor is obligated to compute the fair market value of the donated gift. The IRS advises that the "fair" market value is what the buyer is willing to pay and the seller is willing to accept. Then the donor claims that value when filing taxes. Always consult The KD Development Operations Manager with questions about receipts for donors.

Receipts for Goods and Services Received by a Donor

When a donor receives a tangible good or service in return for his or her contribution, such as a dinner or a game of golf, the donor is only allowed to deduct that portion of the contribution beyond the value of the good or service received. For example, if the donor paid \$100 for a ticket to a dinner party, the value of the dinner would be listed as \$20 and the donor could deduct the remaining \$80 as a donation.

Whistleblower Policy

A whistleblower policy, by IRS definition, is a policy that encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization and specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported. The King's Daughters will follow the guidelines set forth by CHKD in regards to a whistleblower policy for our staff. KD Circle members should contact a KD Board member via mail, phone or email if they would like to report an ethical violation. If the person in question is a board member, the membership can contact the President of The King's Daughters or the Chairman of The KD Governance Committee.

Fiscal Year End Close Out and Annual Reporting

- The King's Daughters fiscal year runs from July 1 to June 30.
- All final monetary donations for the fiscal year must be received in The KD Office by June 1 or at the June Annual Meeting (first Tuesday in June) to be recorded in that fiscal year's financial records and included in The King's Daughters Annual Report.
- For Circle projects held in June, contact The KD Development Operations Manager to make appropriate arrangements.

Any excess funds in a Circle checking account over \$1,000 should be turned in to The KD Office. This includes monies not needed to pay dues or to be used as seed money for an upcoming Circle Project the next fiscal year.

Checking Account Audit Procedure

The Circle Treasurer coordinates an audit at the end of each fiscal year. The previous Circle Treasurer serves as the Chairman of the Audit committee. The Chairman then appoints two other members of the Circle to serve. The committee reviews the financial statements from the previous fiscal year, completes the Circle Checking Account Yearly Audit Form and submits completed form to The KD Office by July 31st.

Section 7

Circle Projects and Activities

- Project Approval Process
- Project Guidelines
 - ABC License
 - Circle Printing Expenses
 - Contracts
 - Correspondence and Marketing Materials
 - Insurance
 - Lobby Sales
 - Mailings
 - Percentage of Profits from Vendors/Restaurants
 - Vendors
 - Sponsorship
 - Circle Sponsor Recognition
- Circle Project Planning Checklist
- Circle Project PR Materials Checklist
- KD Signature Project Canisters
 - Kroger Rewards
 - Do Not Solicit List

Circle Projects and Activities

Project Approval Process

Projects must be approved by The King's Daughters Board of Directors prior to any advertising, soliciting of donors, or print material distribution. This process helps prevent duplication of efforts, reduce legal complications that may arise due to liability or contractual agreements, makes The KD Office aware of a Circle's project in order to help publicize and support it, and assists in the presentation of a more unified organization to the public.

- Once the Circle majority votes to do a project, submit a Project 1 Application (P1) to The KD Volunteer/Events Coordinator. The KD Board has a revolving approval process, but Circles should submit their P1 as soon as possible to allow sufficient time for any contract review, license applications or insurance applications. (At minimum 2 weeks)
- The P1 is referred to the Vice President(s) of Membership and Communications for review and if she and the staff do not have questions, the P1 is sent out to the Board for approval.
- Following the Board vote, the Circle Project Chair and Circle Leader will each receive email notification of the Board's decision from The KD Office (if there are questions, the Circle will be contacted for clarification).
- Once approved and the Volunteer/Events Coordinator has received promotional materials, the project's information will be added to The KD website calendar. If requested, The KD staff can set up online ticket purchasing, assist you with accepting credit card payments and assist by promoting your event on The KD Facebook page. ***Please allow 2 weeks processing time for all requests.***
- Circles planning to solicit funds, goods, or services must submit a complete list of potential sponsors to The KD Volunteer/Events Coordinator. ***No solicitations are to be made until this list has been approved by The KD Executive Director.***
- Do not distribute print materials, solicit sponsors, or advertise online until after the Board approves the project.

Project Guidelines

ABC License & Insurance

- For Circle Projects where alcohol will be served and/or sold by The King's Daughters, an ABC License and insurance may be required. The Circle must submit a completed ABC License Request Form to The KD Office *at least 30 days prior* to the event date.
- The KD Office will apply for the ABC license.
- The KD Office will invoice the Circle for reimbursement of the cost of the license.
- Once obtained, the ABC license will be forwarded to the Circle and should be prominently

displayed at the Circle event.

- If an ABC License needs to be cancelled after the application has been made, the Circle will still be responsible for the cost of the license.
- A copy of a contract and proof of permission to have the event is also required by ABC.
- The event chair is also required by ABC to be present for the entire event.
- CHKD has an insurance policy in place that covers (some) fundraisers hosted by The King's Daughters. However, Circle projects will require additional insurance if one or more of the following are present:
 - ABC License is required
 - Circle members are pouring alcohol
 - Sporting events
 - Events on the water
- The KD Office will apply for insurance and The KD Office will invoice the Circle
- If insurance is obtained for the event, the Circle is responsible for the full cost. Insurance ranges from \$100-\$600. This cost is to be paid from the proceeds of the project.
- During the approval process, The KD Executive Director will note if additional insurance is likely needed for the project. Once a Project 1 Application is approved, The KD Executive Director will make the formal inquiry regarding insurance. A Circle may be requested to provide additional information. Please allow at least 60 days for all insurance/certificate of insurance requests.
- It is highly recommended that Circles planning an event serving alcohol look at venues that already have an ABC license and staff to serve the drinks.

Circle Printing Expenses

- The King's Daughters will cover the printing expenses for Circle Projects including invitations, posters, flyers, save the dates, etc. if it can be printed in The KD Office. *When planning a project, be mindful that, although the cost of printing is not directly billed back to the Circle, the printing costs are paid out of The KD Operating Budget. If the requested printing exceeds 15% of the projected revenue goals for that project, it will be reviewed by The KD staff and may be subject to print limitations.*
- Circles are required to purchase paper, envelopes, labels, etc. that are not in The KD Office's normal supplies.
- If a Circle's print needs require a professional printer and cannot be done in The KD Office, the Circle must pay those fees.

Contracts

- ALL contracts must be reviewed and may only be signed by The KD Executive Director. All contracts are subject to review and approval of the CHKD legal department prior to being signed. ***No Circle Member is authorized to sign a contract committing the Circle or The King's Daughters.***

Correspondence and Marketing Materials

(Event flyers, invitations, request and thank you letters, tickets, etc.)

- Before any print materials can be approved by KD staff or distributed, the Circle Project must first be officially approved by The KD Board of Directors.
- All correspondence and promotional/print materials must be submitted to The KD Volunteer/Events Coordinator prior to printing and distribution for review. This includes print materials created by third-party companies or organizations that partner with Circles to raise funds for CHKD.
- The King's Daughters staff is responsible for ensuring that all correspondence and print materials distributed on behalf of the organization are consistent.
- The King's Daughters staff will review the correspondence and save in the office files.
- Circle Leaders, Circle Project Chairs and others conducting official business of the organization can use the letterhead available from The King's Daughters Office for approved items.
- Whenever office assistance is needed please provide information via email. Information that is typed and mailed or faxed may cause a longer turn-around time. The staff will work with you to get your correspondence sent in a timely and professional manner. Please allow 2 weeks for all KD Office staff requests.

Lobby Sales

- The King's Daughters Circles are not permitted to have sales of merchandise in the CHKD Lobby. KD Circle sales may take place at The KD Connect meetings, on The KD website, and when available a KD conference room.

Mailings

- The KD Office will mail invitations, save the dates, donation ask and thank you letters, etc. at no cost to the Circle.
- All outgoing mail (bulk or regular) shall conform to U.S. Postal Service address requirements for automated mail processing.
- All outgoing mail will include "The King's Daughters" name in the return address section.

Regular (First Class) Mailings

- Mailings that do not have the same content, are not the same size, and are less than 200 pieces, will have to be mailed at the first class postage rate.
- Mailings need to be coordinated with The KD staff prior to preparation.
- The KD Office will provide you with the proper mailing envelopes, as you will need our return address (see below) on every envelope mailed from CHKD.

Bulk Mailings

- To receive the bulk-mail rate, you must have at least 200 pieces of an identical type of mail (e.g. invitation, postcard, sponsor letter).
- Address labels must match and be typed, NOT handwritten.
- The KD Office will provide you with the proper mailing envelopes as you will need our return address and The KD official bulk-mail rate stamp

- You must bring the items to The KD Office for bulk mailing. Do not take them to the post office.
- If you do not follow these guidelines exactly, the post office will not mail your items at the discounted rate and will dispose of them.

Bulk mail must have a standard look. Addresses must be typed in a standard font. See example:

The King's Daughters
 Circle Name
 601 Children's Lane, 2nd floor
 Norfolk VA 23507

NON-PROFIT U.S. Postage PAID Norfolk, VA Permit No. 1800
--

ATTN: JOHN DOE
 COMPANY NAME
 123 MAIN STREET
 NORFOLK VA 23507- 1328

Percentage of Profits from Vendors/Restaurants

The King's Daughters are grateful for the gifts and support received from businesses and the community. No gift is too small and all gifts are appreciated. If a vendor agrees to donate a portion of their profit to The King's Daughters, we will gratefully accept 10% or greater, providing there was no expense incurred by The King's Daughters for the event (i.e. ticket sales, promotional materials, etc.). When costs are incurred, KD requests a minimum of 15% of the profit. If circumstances prevent a vendor from meeting the requested minimum percentage, KD requests the reason be included in the Project 1 Application and such circumstances will be reviewed on a case-by-case basis prior to project approval.

Vendors

The King's Daughters Office must review all vendor requests to conduct business with the membership of The King's Daughters. Submit all vendor requests and contracts to participate in KD fundraising events to The KD Executive Director for approval and signature. The KD staff will consult with the appropriate KD Board Member if necessary. Keep vendor costs in mind while budgeting for your project. All vendors must provide proof of own insurance.

Sponsorship

- Brainstorm a target list of sponsors for monetary and/or in-kind desired. Develop a detailed sponsorship strategy to include the levels and types of sponsorship/donation desired.
- Submit the prospective sponsor list to the Volunteer/Events Coordinator for approval. They will review the list for any donors that may be involved in other KD or CHKD Projects. The KD Staff will contact the Circle to discuss the Circle's fundraising plan and talk through any conflicts or concerns.
- The Circle Project Chair or Leader may develop their own sponsor solicitation letter, pledge form, or confirmation form or may request assistance from The KD Volunteer/Events

Coordinator for these items.

- Let the donors know how they will be recognized at our event and make sure they are aware that The King's Daughters are a non-profit 501(c)3 organization.
- The KD Executive Director may also be available as a resource to assist in obtaining sponsors for a Circle Project. The Executive Director will also serve as the donor advocate and ensure that proper efforts are made to cultivate each donor. Any solicitation from a Circle should be approved by The KD Executive Director prior to presenting a proposal to prospective sponsors and donors.

Circle Sponsor Recognition

- All donors who make a tax deductible monetary donation of \$1,000 or more will be listed in The Kings' Daughters Annual Report and the CHKD lobby.
- The KD Office will email all Circle members each June to request a Circle Project sponsor list be submitted by July 31 for the previous fiscal year.



Circle Project Planning Checklist

Before Project:

- Circle votes to do project
- Determine ticket/participation fee. Be sure all of Circle agrees on amount and that it will cover all event expenses, including insurance and ABC License costs if applicable.
- Submit **Circle Project Application Form (P1)** to KD office for KD Board approval. Aim for at least 3 months prior to event date/project start date. Projects are approved via email/at monthly board meetings. The Volunteer/Events Coordinator will email the project chair & Circle leader when it is approved.
- Create a timeline of tasks and completion dates.
- Brainstorm additional revenue ideas (if appropriate to event, partner with vendors who'll help promote event, chance drawing, etc.)
- Confirm event venue.
- Submit contracts/agreements (insurance, rentals, entertainment, etc.) to Volunteer/Events Coordinator so Executive Director can review and sign. Allow at least two weeks for review.
- If alcohol will be served at your event, contact the KD office to confirm who will provide and serve the alcohol. If deemed necessary, complete the ABC License Request Form provided by the KD office. This is not the license application; the KD office must secure the ABC license. Do not apply for this license yourself. Confirm the price with the KD office, and allow 30 days for processing. The Circle will be invoiced by the KD office. An ABC license is a project expense.
- Work with Volunteer/Events Coordinator to submit an insurance form if you plan to serve alcohol at your event, if it is a sporting event, etc. Note: if ABC license is necessary, insurance form will be necessary.
- Request Volunteer/Events Coordinator set up online ticket sales.

- Set up Square account for processing CC's at event if necessary. Call KD office and speak to Development Operations Manager with your Circle's ID and password access to your Square account.
- Submit all proposed PR materials to Volunteer/Events Coordinator for review/approval prior to printing or distributing digitally, including:
 - Sponsor/donor ask list
 - Sponsor ask letters (KD office can help create/mail these if requested)
 - Tickets
 - Invitation/flyer

Refer to the **Checklist for Circle Project PR Materials** (Circle can have a member/friend design materials. The KD office can also design. Please request this on the P1.
- Edit Circle web page and submit event write-up for KD office to put on kingsdaughters.org events listing and Circle web page
- Facebook – create a Facebook event on your Circle page/group
 - Add The King's Daughters for CHKD as co-host
 - Have all Circle members "like" and select "going" to the event
 - Have all Circle members share the event on their personal page.
 - Have all Circle members then invite friends and KD Staff to the event.
 - Submit photos from "last year" to help with project promo on FB via KD page, Circle page, etc.
- Utilize **Media Contact List** (provided by KD office) and add the Circle Project to the Hampton Roads community online calendars.
- Assign an event photographer.
- Submit **Circle Project Supply Request** form to borrow event supplies 2-3 weeks prior to event. Please include quantity of items needed. Supplies will be available to pick up no sooner than week of your event. Please return items as soon as possible - items may be needed for other projects.

After Project Completion:

- Finish collecting all expected income from patrons, sponsors, etc.
- Development Operations Manager will email Circle treasurer and project chairs when online sales are transferred to Circle checking accounts; typically 1-2 weeks after event.
- Pay any final expenses from project.
- Complete **Circle Project Completion Form (P2)** and submit it to KD office along with project donation check. If you have sponsorships of \$500 or more, complete the Circle Honor Roll Template and submit that with your P2 and check. The Volunteer/Events Coordinator can share the Template with you. ***Please send 1 check per project and in memo include event name as it should appear in the Annual Report.***
- Send thank you letters to all donors, patrons, etc. (KD logo cards and letterhead are available through the KD office).
- Submit event photos to KD office for online posting and annual recognition.
- Tag KD on Facebook/Instagram photos #kingsdaughterschkd



CHECKLIST FOR CIRCLE PROJECT PR MATERIALS

(Invitations, flyers, etc.)

Please send all KD Circle PR materials to

The KD office for approval and include the following:

- Logo and/or Name = The King's Daughters (check The is capital letter)
- Text reads "A Project of XX Circle of The King's Daughters to benefit" CHKD logo or full name Children's Hospital of The King's Daughters
- Title of Event
- Date of Event
- Time of Event (p.m. a.m. – should have periods after each letter)
- Location of Event (include address)
- Spell Check / Grammar Check all Text (sometimes read text backwards to catch errors)
- Telephone (if not a Circle contact, then use KD office at 757-668-7098, after confirming with KD office)
- Website www.kingsdaughters.org OR www.kingsdaughters.org/yourCirclename
- Email (if not a Circle email, then use info@kingsdaughters.org)
- NO reference to raffle / cash prize / chance drawing / alcohol, etc. unless otherwise approved by KD office staff / Board of Directors
- How event benefits The King's Daughters for CHKD (e.g., 20% of proceeds to benefit CHKD)
- How tickets are purchased (if applicable)
- Where possible, please follow the simple flyer template provided by the KD office

Optional, but Recommended:

- Online ticket sales available
- Circle contact name / telephone number
- The King's Daughters or Circle social media channels (e.g., Facebook, Instagram, Facebook Event link)
- Add The King's Daughters as a co-host when creating a Facebook event

Formatting Examples:

Project of XX Circle of  to benefit  (initiative at the time)
OR

Project of XX Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters

KD Signature Project Canisters

In the early 1900's The King's Daughters began the "Milk Fund" which today is known as the canister program. For over 100 years, this project has raised an amazing amount of money from spare change. In 2015, The King's Daughters Board designated this program as our Signature Project. We encourage each Circle to participate in this easy, basically no cost, project. Every penny counts!

Our Signature Project Committee is working on new procedures and informational packets which will be distributed to all Circles once completed. Members of the Committee are available to come and speak at a Circle meeting.

Some Basics

- Approach a merchant with a canister in hand when looking to place a canister.
- Have your current KD Membership ID card in-hand.
- There are no territories for specific Circles. However, there are some businesses which we may not approach as they are already donors to CHKD such as Walmart. The office has a complete list

Placement Suggestions

- Understand that once permission is granted to place the canister, it is up to the business owner/manager to ultimately decide the placement of the canister
- Should be highly visible.
- In location where people must come to register to make payment for purchase/service.
- In locations where cash is the most frequent mode of payment.
- May need to be fixed to counter with double-sided tape, with business owner approval.
- Submit Canister Placement Form to KD Office to report location of Canister

Servicing the Canister

- Regular service is critical. A suggested minimum is every 2-4 weeks. If you cannot service your canister(s) please ask another Circle member to help out
- Collect donations at a time convenient to for business
- Come prepared to empty canister with bank bags and identification (The King's Daughters Membership Card).
- If a canister is not producing at least \$10.00 a week, consider moving it to another location within the store with the permission of the business owner or manager.
- Thank business management and staff for their help and participation. Send a written thank at least once a year.
- The KD Office telephone number and address will be on the back of each Canister Insert along with canister number assigned by KD Office.

Items provided by The King's Daughters

- Canisters

- Solicitation flyer/letter for potential canister locations
- Notecards for thank you letters
- **Circle Responsibilities/Recordkeeping**
- Keep up-to-date record of all your canister locations. Be sure to report your canister locations to The KD Office on a regular basis via the Canister Placement Form.
- Submit completed Canister Reporting Form with each donation check for canister funds.
- Itemize collections by location. Include canister number on form.
- All money is given to the Circle Treasurer for deposit in the Circle checking account. The Circle Treasurer writes one check for the total of the monies per reporting form. One check should be submitted to KD Office along with completed Canister Reporting Form.
- ***Please do not submit a personal check or cash.***
- Donations received by June 1(or June Annual Election) will be included in the Annual Report.



Do you shop at Kroger?

If so, register your Plus card for the Community Rewards Program and support The King's Daughters. By enrolling your Kroger Plus card, you will be contributing funds to KD every time you shop with your card. To get started, visit krogercommunityrewards.com

To register online:

Click on Sign In, or Create an Account. You will be asked for basic information such as address and email. When asked for organization, you can search by name, The King's Daughters, or enter **WW044**.

When shopping:

Simply swipe your registered Kroger Plus card or use the phone number that is related to your registered Kroger Plus card when shopping for each purchase to count. This opportunity is not limited to our membership; anyone can select The King's Daughters as their Kroger Community Rewards Partner, so please share! **Kroger Customer Service: 800-576-4377**

Canisters Do Not Solicit List

Listed below are community-minded businesses that generously give to CHKD directly through CHKD/Children's Miracle Network (CMN) or prefer NOT to have a canister solicitation.

Walmart	Truist
Sam's Club	Dunkin Donuts
Rite Aid	Marriott
Wawa	Lone Star Steakhouse
Costco	Long John Silvers
Ollie's	IHOP
Jersey Mike's	Speedway/Hess
Howard Hanna	Whole Foods
Chico's	Aldo's
White House/Black Market	Elite European Salon
Dairy Queen	Trish Boutique
Great Clips	Blue Point (OBX)
Re/Max	Hall Automotive
JES	Priority Automotive
Chick Fil-A	Charles Barker Automotive
Ace Hardware	
Dollar Tree	
No Frill Grill	
Taste	
All Credit Unions	
TowneBank	
Chartway Federal Credit Union/We Promise	
Bank of America	
Wells Fargo	
PNC	

Section 8

Social Media and The KD Website

- Social Media
- The KD Website

Social Media & The KD Website

Instagram

www.instagram.com/kingsdaughterschkd

www.instagram.com/chkd.runwalk

Facebook

The King's Daughters Office manages multiple Facebook pages:

“The King's Daughters for CHKD”

www.Facebook.com/kingsdaughterschkd

“CHKD RunWalk for the Kids”

www.Facebook.com/RunWalkfortheKids

“Breakfast with Santa - to benefit CHKD”

www.Facebook.com/BreakfastwithSantaCHKD

“Moonlight & Mistletoe - to benefit CHKD”

www.Facebook.com/MoonlightandMistletoeCHKD

Circle members who utilize Facebook are encouraged to "like" our pages, comment, and share posts on their personal Facebook profiles.

Circles are welcome to create their own Facebook Pages if the majority of the Circle members agree. Please follow these suggestions:

- If you intend to utilize your Circle's page to promote your fundraisers to the public, we highly recommend that you create a page that people can "like" rather than create an account they must friend or a group they must join. *This is Facebook Best Practice*. Circle Page name should be "Your Circle Name of The King's Daughters". Choose the non-profit option.
- If your Circle intends to utilize your Circle's page to chat internally, then a "Closed Group" would be the best option, but remember a Closed Group would limit your page's interaction with the public. Going forward, new private Circle groups should fall under the main KD FB page. Contact The KD Office for assistance.
- Circle Pages should like and share posts on *The King's Daughters for CHKD* for best promotion.
- If your Circle creates an event, please add *The King's Daughters for CHKD* as a co-host to foster a unified organization, increased PR, and event success.
- Only KD Board approved events can be promoted on a Circle Page

Facebook is a public social media site that reaches numerous people, including many you may not know personally. If you are using your personal Facebook page to promote KD business and events, please remember that you are representing our organization and do so in a way that is

beneficial to The King's Daughters.

Please share all Circle web links to Facebook and other websites with The KD Office. Requests for posts to be placed on *The King's Daughters for CHKD* Facebook page should be emailed to info@kingsdaughters.org.

KD Website: www.KingsDaughters.org

The King's Daughters website is a tool for our organization to share with the public and our members who we are, what we do, how we do it and to encourage involvement.

The Member Resources section is a valuable tool for Circle members. It includes:

- Circle Manual
- Circle Reporting Forms
- KD Newsletter, *The Circular*
- KD Connect Information
 - Upcoming meeting dates
 - Minutes from meetings past
- The King's Daughters Bylaws
- Linens and Gifts Information

Every Circle of The King's Daughters has its own web page on the organization's website. Content is automatically generated by The KD staff as needed, and Circles can manage their Circle's web page content. To request instructions and access to manage your Circle's web page content, contact The KD Volunteer/Events Coordinator.

Your Circle's Projects will be automatically added to the site's events calendar upon approval by The KD Board. It is important for your Circle to communicate event details and any changes to The KD Office for web updating. This will ensure the website has the most up-to-date event information.



The King's Daughters Marketing, Messaging & Social Media Tool Kit

Below you'll find all the tools you need to serve as the Social Media chair for your Circle and have lots of fun doing it! Posts for each Circle Facebook and Instagram pages are highly encouraged.

Website/Social Media Chair Role & Responsibilities:

- Work closely with The KD Volunteer/Events Coordinator to ensure that the Circle's web page (www.KingsDaughters.org/CircleName) remains up to date
- Periodically view the Circle's webpage and make updates as needed (may obtain login credentials from KD staff to manage and edit web page content). Or send update requests to The KD Office via email to info@kingsdaughters.org. (Allow 2 weeks for updates to be made).
- With the Circle Project Chair(s), ensure print/ marketing materials for upcoming Circle projects are submitted to The KD Volunteer/Events Coordinator to be posted on the website in a timely manner (minimum 30 days prior to project)
- Manage Circle's Facebook and Instagram pages and assist KD Office in promoting Circle events by providing material. Share Circle photos with KD Office for website and social media
 - Follow (like, love, share, comment, etc.) The King's Daughters' Facebook and Instagram pages and share KD Facebook posts periodically on Circle page and with Circle members.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD.

History on The King's Daughters

Here are a few key details to remember about The King's Daughters.

Who: The King's Daughters is the founding organization of Children's Hospital of The King's Daughters (CHKD). The King's Daughters organization **only** fundraises and advocates for CHKD. The King's Daughters full name is Norfolk City Union of The King's Daughters but business is done as The King's Daughters.

What: A non-profit organization 501 ©3 that hosts fundraisers and advocates for CHKD, only.

When: In 1896, in Norfolk, VA, a small group of women were setting out to make a difference in the lives of young people. On April 23, 1961, The King's Daughters celebrated the culmination of all their hard work and the rewards of their unquenchable faith and optimism. Their hospital, CHKD was dedicated and its doors were open to the children of their community.

Other details:

- Circles are a part of The King's Daughters organization. The King's Daughters efforts benefit CHKD.

- The “T” in The King’s Daughters should always be capitalized. As well as the “C” in your Circle name.

Website: www.kingsdaughters.org

Hashtag(s): #kingsdaughtersCHKD #CHKD #volunteerism #lightingtheway

Major Project Hashtag:

- #chkdrunwalkforthekids
- #breakfastwithsantaforchkd
- #moonlightandmistletoeforchkd

Social Media Accounts

Highly encourage your Circle members to like and follow:

Instagram:

- www.instagram.com/kingsdaughterschkd
- www.instagram.com/chkd.runwalk

Facebook:

The King's Daughters Office manages multiple Facebook pages:

- “The King's Daughters for CHKD” www.Facebook.com/kingsdaughterschkd -- May mention in your posts
- “CHKD RunWalk for the Kids” www.Facebook.com/RunWalkfortheKids
- “Breakfast with Santa - to benefit CHKD” www.Facebook.com/BreakfastwithSantaCHKD
- “Moonlight & Mistletoe - to benefit CHKD” www.Facebook.com/MoonlightandMistletoeCHKD

The King’s Daughters Discussion Board is another way to communicate with fellow Members; please join this page if you are not a member already,

<https://www.facebook.com/groups/kddiscussionboard/>

Children’s Hospital of The King’s Daughters (CHKD) social media accounts:

- **Facebook:** Children’s Hospital of The King’s Daughters <https://www.facebook.com/CHKDHS/>
- **Instagram:** Children’s Hospital of The King’s Daughters https://www.instagram.com/chkd_kids/ **please note there is an underscore after CHKD*

Posting on your Circle’s Facebook and Instagram page:

- **Develop a content plan for your social media outlets. Be consistent. Develop a content posting plan on the 1st and 15th of each month. Be consistent in showing up on your outlets.**
 - Best times for posting:
 - Review your algorithms to see when your viewers are following on your social media platforms.

- Recommendations on best times to post
Facebook: 11:00 am, 2:30-3:00 p.m. and 6:30 - 7:30 pm
Instagram: 7:00 am and 8:00 pm

- **Only KD Board approved events can be promoted on a Circle Page**
- Please make the Volunteer/Events Coordinator an admin of your Facebook page
- *Always welcome to share posts from The King's Daughters or Children's Hospital of The King's Daughters Facebook pages.*
- *Follow (like, love, share, comment, etc.) The King's Daughters' Facebook Page and share KD posts periodically on Circle page and with Circle members.*
- If your Circle creates an event, please add The King's Daughters for CHKD as a co-host to foster a unified organization, increased PR, and event success.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD.
- Use your Circle's hashtags in posts
 - Example: Circle in the Bridge's hashtags are #CITB & #circleinthebridge
- Be sure to hashtag the city where your event will take place
 - Example: If you are hosting an event in Norfolk; #norfolk, #norfolkva and #hamptonroads
- Always mention The King's Daughters in your post

Posting on your Circle's Facebook and Instagram page during a Pandemic:

- Events should always follow the current guidelines at the time of the photo including photo(s).
- For a present day example: Any photos posted with people in them; they should be 6 feet apart and wearing masks.

Pre-Event:

Get the excitement started! Post your event flyer or details about the event with ticket link.

Sample Facebook Posts:

The image shows a Facebook post from 'The King's Daughters for CHKD'. On the left is a colorful flyer for a baby shower. The flyer text reads: 'It's our 6th Annual Baby Shower to Fill the Care Closet at CHKD's NICU'. It asks for help filling the NICU care closet with clothes, books, and toys. It mentions an appreciation for National Neonatal Nurses Day and in memory of NICU Nurse Robyn Ann Hussey. It provides an Amazon Registry link and a deadline of September 1st. On the right is the Facebook post interface, showing 18,397 people reached and 1,799 engagements. The post text says: 'Here is a SOCIALLY DISTANCE event to support!! Stock the Neonatal Intensive Care Unit (NICU) care closet at CHKD with NICU Friends Circle!! NICU Friends Circle's 6th Annual Baby Shower is in appreciation of National Neonatal Nurses Day & memory of NICU Nurse, Robyn Ann Hussey. Complete your shopping no later than September 1st! Happy Shopping, https://www.kingsdaughters.org/upcoming-events/2020/09/nicu-friends-circle-6th-annual-baby-shower/'

Day of:

Encourage those last minute folks to take part in the event and support CHKD!

Sample Facebook Posts:

The image shows a Facebook post from 'The King's Daughters for CHKD'. On the left is a photograph of fresh ingredients like tomatoes, basil, and onions, with the 'IL GIARDINO RISTORANTE' logo overlaid. On the right is the Facebook post interface, showing 328 people reached and 8 engagements. The post text says: 'Today's the day to DINE FOR A CAUSE!! Join Cypress Point Circle for an evening of fine Italian dining at IL Giardino, Virginia Beach location from 4pm-9:30pm. IL Giardino will donate 10% of total food and drink sales to benefit CHKD. Menu: https://ilgiardino.com/menu/ Make your reservation now: https://ilgiardino.com/reservations/ or call 757-412-0203 3333 Virginia Beach Blvd. Suite 17 Virginia Beach, Virginia'.

Samples & Ideas of General Facebook Posts about your Circle & The King's Daughters

- Highlight a Circle member
- Reasons why members joined
- Encourage membership: Give a little info about your Circle (age ranges, when you meet, etc.) with membership application link, <https://www.kingsdaughters.org/member-resources/reporting-forms/membership-application/>



Logos to use:



Wording to use:

A project of X Circle to benefit 

or A project of X Circle to benefit 
Mental Health Hospital

Mental Health

Please reach out to Briana for up to date information or graphics if you wish to post about mental health (information regarding mental health is ever changing).

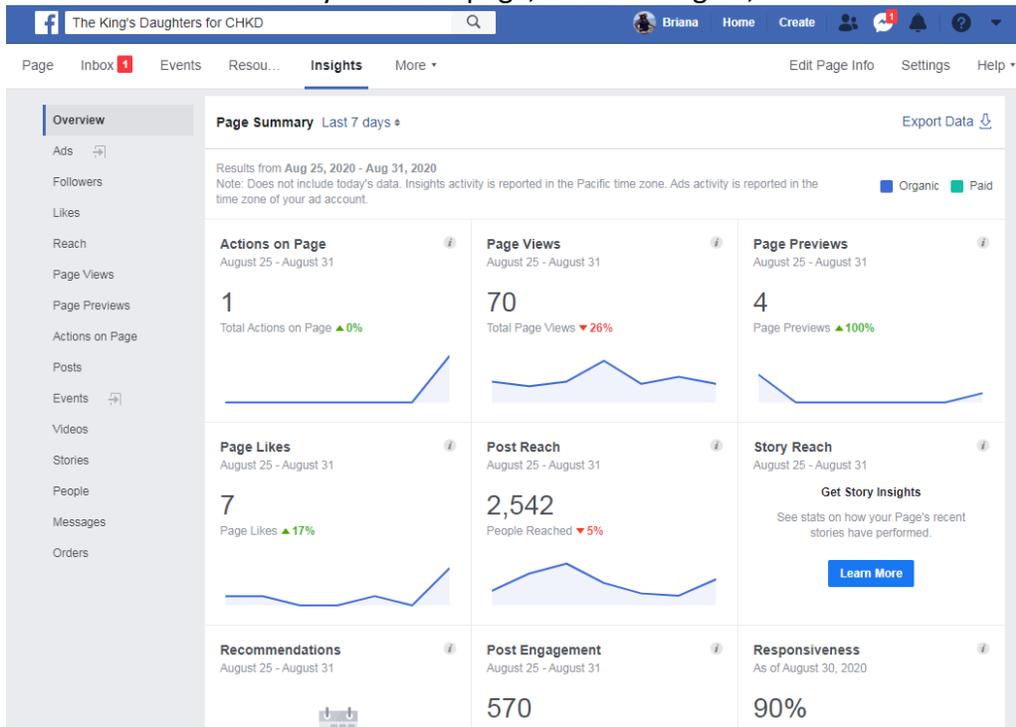


Other avenues to advertise events

- Share fundraising posts from The King's Daughters page, your Circle page or another Circle's page
- Guidelines on best times to post(<https://howsociable.com/blog/best-time-to-post-on-facebook/>)
- Promote your own events including free sites such as SPINGO, Next Door, and low-cost Facebook ads
- Sign up for future Marketing webinars, www.becomeamarketingpro.com/waitlist
- Attached, community advertising list

FAQs:

- How do I view my Circle's Facebook page analytics?
 - While on your Circle page, click on Insights,



- Who do I contact with questions about my Circle's social media pages?
 - Briana, Volunteer/Events Coordinator, 757-668-8909 or Briana.jackson@chkd.org



Section 9

Volunteer Service

- **Volunteer Service**
- **Linens and Gifts**

Volunteer Service

Volunteer service is an important part of being a KD Circle member. Members self-report their volunteer hours to The KD Office for inclusion in the Membership Database and Annual Report.

Volunteer Hours

- Circles submit the Volunteer Hours Report annually. A Circle should track each member's monthly totals via spreadsheet and turn in the total number of annual hours per member for the fiscal year by June 30.
- Do not include non-member names and hours on the form. Non-members are not programmed into The KD database and they do not receive credit for hours.

Volunteer hours are given for:

- Attending Circle Meetings
- Collecting donations from canisters
- Efforts related to promoting The King's Daughters and CHKD via your Circle
- KD Connect Meeting attendance
- Serving as a Circle Officer
- Serving on The KD Board of Directors
- Sewing or knitting articles.
- Work done for any Circle or Major Project

"In-Hospital" Volunteer Hours

- In-hospital volunteer service is under the supervision of the CHKD Volunteer Services Department (757-668-7195).
- In-hospital hours are recorded by the Volunteer Services Office at CHKD. Do NOT report Hospital volunteer hours on The KD Volunteer Hours Reporting Form.

Linens and Gifts

- A Linens and Gifts Report should accompany each donation delivered to The KD Office. The KD Office runs a preliminary report for Circle Linens and Gifts in July/August prior to inclusion in the Annual Report.
- Please refer to Section 12: Patterns and the CHKD Wish List.

Linens Examples:

blankets/quilts | journal bags | knitted hats | tooth fairy pillows | surgery bears

Gifts Examples:

Crayons, markers, craft supplies, magazines for waiting rooms (please don't donate magazines older than 3 months), playing cards, reading books, socks, toothbrushes, toys, etc.

Section 10

Rosters

- KD Board of Directors
- Circle Leaders
- Circle Profiles
- Circle Liaisons
- Children's Health System Board of Directors
- Children's Health Foundation Board of Directors



2023-2024 Board of Directors

Executive Committee

Nicole Legum, President

Oceanfront Circle
709 Bay Colony Drive Virginia Beach, VA 23451
nicoleflegum@aol.com Cell: 285-0617 Home: 417-8256
Spouse: Aaron

Beth Bryant, VP of Communications & Membership

Seashell Circle
2106 Milan Court Virginia Beach, VA 23456
bethbryant33@gmail.com Cell: 383-4178
Spouse: Chris

Laura Fulton, Co-VP of Development

Circle by the Bay
1716 Jordans Parish Place Virginia Beach, VA 23455
laurafulton2001@yahoo.com Cell: 390-0206 Home: 498-3338
Spouse: Justin

Sunny Barlow Sonner, Co-VP of Development

Maltese Cross Circle
1211 Langley Road Norfolk, VA 23507
ssonner19@gmail.com Cell: 535-0303 Home: 622-4485
Spouse: John

Taylor Priest, Treasurer

Lafayette River Circle
1038 Manchester Avenue Norfolk, VA 23508
atpriest@gmail.com Cell: 679-8740

Carrie Lauck, Secretary

Circle by the Bay
4648 Church Point Place Virginia Beach, VA 23455
carrie@thehappyhourhostess.com Cell: 773-5351 Home: 961-8086
Spouse: Gary

Board Members

Leslie Crocker

Magnolia Circle
7414 N Shore Drive Norfolk, VA 23505
lpc411@gmail.com Cell: 287-5833
Spouse: Randy

Margaret Kelly

Lafayette River Circle
1001 Bolling Ave. Unit 309 Norfolk, VA 23508
Mkells010@gmail.com Cell: 860-877-2347

Amy Moynihan

Union of Hands Circle
7653 Gleneagles Rd. Norfolk, VA 23505
amyrmoynihhan@gmail.com Cell: 757-373-3907
Spouse: Matthew

Robin Reed-Broadnax

Circle of One
1012 Autumn Woods Ln Apt 102 Virginia Beach, VA 23454
68robinreed@gmail.com Cell: 576-2743
Spouse: Jerry

Renee Scott Walker

Oceanfront Circle
1213 N Point Ln Virginia Beach, VA 23452
rscott42@hotmail.com Cell: 621-8710
Spouse: Dr. Paul Walker Jr.

Carrie Williams

Circle in the Bridge
4152 Bridle Way Virginia Beach, VA 23456
carriewilliams@atlanticbay.com Cell: 870-4614



2023-2024 Circle Leaders

Alice Davis Circle

Mary Louis Lehew, Leader

Cell: (757) 567-4630 | Home: (757) 451-4630

Atlantic Circle

Martha Cenicerros, Co-Leader

Email: macpalmtree@aol.com | Cell: (757) 469-9947 | Home: (757) 422-9947

Atlantic Circle

Julie Spring, Co-Leader

Email: beachsprings@aol.com | Cell: (757) 737-2384

Azalea Unity Circle

Kim Parrish, Leader

Email: kimc.parrish@cox.net | Cell: (757) 715-3342

Azalea Unity Circle

Temple Richardson, Co-Leader

Email: trichardson@cox.net | Cell: (757) 620-0740 | Home: (757) 489-7805

Caritas Circle

Nancy Elliott, Leader

Email: ntelliott24@gmail.com | Cell: (757) 424-613-6385 | Home: (757) 424-0312

Caritas Circle

Susan Mayo, Co-Leader

Email: susantmayo@gmail.com | Cell: (757) 773-0025 | Home: (757) 495-6994

Circle by the Bay

Tiffany Myers, Leader

Email: timtifmyers@yahoo.com | Cell: (757) 944-0658

Circle in the Bridge

Michelle McCoy Thrift, Leader

Email: michellelorenmccoy@yahoo.com | Cell: (757) 510-0062 | Home: (757) 390-2940

Circle of One

Robin Reed-Broadnax, Leader

Email: 68robinreed@gmail.com | Cell: (757) 576-2743

Circle of One

Theresa Jones, Co-Leader

Email: t10jones1@msn.com | Cell: 757-374-1374

Circle of Rainbows

Debi Harding, Leader

Email: debi.harding@cox.net | Cell: (757) 615-7758 | Home: (757) 663-4054

Circle on the Pointe

Betsy Cooper, Leader

Email: erikcooper1@cox.net | Cell: (757) 472-3142 | Home: (757) 440-1035

Colonial Circle

Jo Ursini Krantz, Leader

Email: jokrantz@aol.com | Cell: (757) 575-6445

Cypress Point Circle

Leta M. Sharkey-Laugle, Co-Leader

Email: lsharkeylaugle@aol.com | Cell: (757) 619-4686 | Home: (757) 493-3762

Cypress Point Circle

Sara Anderson, Co-Leader

Email: sarra_jane78@yahoo.com | Cell: (757) 617-0802

Dogwood Circle

Betsy Given, Leader

Email: esgiven@aol.com | Cell: (757) 639-9249

Downtown Circle

Lori Fagan, Leader

Email: lori@fagan.me | Cell: (757) 560-7297

Driftwood Circle

Mary Vance, Leader

Email: mhvance816@gmail.com | Home: (757) 403-5649

East Beach Circle

Debbie Harris, Leader

Email: harrisdebbie@cox.net | Home: (757) 287-6098

Elizabeth River Circle

Kimberley Geiger, Leader

Email: kag@capgroup.com | Cell: (757) 535-4957 | Home: (757) 483-3256

Great Bridge Circle

Beverly Cockrell, Leader

Home: (757) 482-4662

Great Bridge Circle

Tondea Bailey, Co-Leader
Home: (757) 436-4006

Holly Circle

Paula Cook
Email: pbcook513@icloud.com | Cell: (757) 793-0551

Holly Circle

Jill Lewis
Email: lyddana@cox.net | Cell: (757) 646-4224

Horizon Circle

Mary Landon Edwards, Co-Leader
Email: marylandonedwards@gmail.com | Cell: (757) 681-5036

Horizon Circle

Susan R. Einhorn, Co-Leader
Email: susaninhornunc@gmail.com | Cell: (757) 971-0338

Horizon Circle

Mary Landon Edwards, Co-Leader
Email: marylandonedwards@gmail.com | Cell: (757) 681-5036 | Home: (757) 627-6438

In As Much Circle

Gloria Jean Harrison, Leader
Email: glojnharr@cox.net | Cell: (757) 285-2445 | Home: (757) 548-2332

Infinity Circle

Andrea Jeffers, Leader
Email: aerdnamea@gmail.com | Cell: (757) 580-5051 | Home: (757) 482-1335

Infinity Circle

Larachelle Wood, Co-Leader
Email: shelly@sfwoodlaw.com | Cell: (757) 593-7459

Lafayette River Circle

Ashley Friend Vellines, Co-Leader
Email: ashley.vellines@gmail.com | Cell: (585) 943-7861

Lafayette River Circle

Ashley Waters, Co-Leader
Email: ashleykellogg13@gmail.com | Cell: (610) 476-6003

Lakewood Circle

Victoria Long, Leader
Email: victorialong27@yahoo.com | Cell: (757) 407-1862 | Home: (757) 857-1729

Larchmont Friends Circle

Mary Ellen Triplett, Co-Leader

Email: missydog570@gmail.com | Cell: (757) 214-1222

Larchmont Friends Circle

Liz Smith, Co-Leader

Email: exsmithodu@gmail.com | Cell: (757) 575-0752 | Home: (757) 489-4149

Magnolia Circle

Lauren LaBonte, Leader

Email: llabonte@capcenter.com | Cell: (757) 718-3813

Maltese Cross Circle

Lisa Dailey, Leader

Email: lisa@arange.org | Cell: (757) 672-9717

NICU Friends Circle

Sharyn Lynch, Leader

Email: gopencil@gmail.com | Cell: (757) 409-4156

North Suffolk Circle

Cameron Butler, Leader

Email: cameron5505@gmail.com | Cell: (757) 262-7390 | Home: (757) 686-0919

Oceanfront Circle

Whitney Harding, Leader

Email: whitneymharding@gmail.com | Cell: (813) 335-2715

Princess Anne Circle

Mary Oliver, Co-Leader

Email: bjoliver1@verizon.net | Cell: (757) 652-3190 | Home: (757) 496-0798

Princess Anne Circle

Lillian Wells, Co-Leader

Email: lilwells32@gmail.com | Home: (757) 420-1884

Ruth Sargeant Circle

Joanne Berkley, Leader

Cell: (757) 573-1007 | Home: (757) 423-6033

Ruth Sargeant Circle

Patricia Hodge, Co-Leader

Email: pbhodge13@gmail.com | Cell: (757) 679-5556 | Home: (757) 622-1429

Seashell Circle

Stacey Horne, Leader

Email: shorne2515@gmail.com | Cell: (540) 840-1226

Southern Vines Circle

Meredith Scherbik, Leader

Email: mjscherbik@gmail.com | Cell: (609) 760-5025

Union of Hands Circle

Lindsay Davenport, Leader

Email: davenportln@gmail.com | Cell: (757) 646-7047 | Home: (757) 233-8238

West Ghent Circle

Marguerite N. Hurd, Leader

Email: mnhurd43@gmail.com | Home: (757) 408-6532



Alice Davis Circle I Founded: 05/01/1952

Monthly Meetings: 2nd Wednesday, 12:30pm, Members' Homes

Atlantic Circle I Founded: 01/01/1963

Monthly Meetings: Bi-monthly, 1st Thurs, 6:00pm, Members' Homes

Azalea Unity Circle I Founded: 01/01/1972

Monthly Meetings: 2nd Monday (Sept-June), 7:00pm, Members' Homes

Caritas Circle I Founded: 01/01/1970

Monthly Meetings: 2nd Tuesday, 10:00am, Members' Homes

Circle by the Bay I Founded: 12/01/2008

Monthly Meetings: 1st Tuesday, 7:00pm, Mermaid Winery Shore Drive

Circle In the Bridge I Founded: 03/25/2010

Monthly Meetings: Tuesdays, 7:00pm Members' Homes

Circle of One | Founded: 09/29/2016

Monthly Meetings: 2nd Saturday, 10am, Varies Norfolk/Virginia Beach

Circle of Rainbows I Founded: 01/01/1970

Monthly Meetings: 3rd Tuesday, 7:00pm, Members' Homes

Circle on the Pointe I Founded: 04/01/1995

Monthly Meetings: 3rd Monday, 10:00am, Taste Unlimited on 21st St.

Colonial Circle I Founded: 03/29/2007

Monthly Meetings: Williamsburg

Cypress Point Circle I Founded: 01/01/1997

Monthly Meetings: 3rd Tuesday, 7:00pm, Cypress Point Country Club

Dogwood Circle I Founded: 06/25/2009

Monthly Meetings: 1st Wednesday, 12pm, Restaurants

Downtown Circle I Founded: 01/01/1994

Monthly Meetings: 1st Wednesday, 12pm, TowneBank Conference Room, Downtown Norfolk

Driftwood Circle I Founded: 01/01/1976

Monthly Meetings: 3rd Wednesday, 9:30am or 6:30pm, alternating months, Members' Homes

East Beach Circle I Founded: 06/26/2008

Monthly Meetings: 1st Wednesday, 7:00pm, East Beach Club House

Elizabeth River Circle I Founded: 01/01/1997

Monthly Meetings: 1st Thursday after 1st Tuesday, 7:00pm, Members' Homes

Great Bridge Circle I Founded: 06/04/1986

Monthly Meetings: 2nd Thursday, 10:00am, Members' Homes

Holly Circle

Monthly Meetings: 2nd Tuesday, 6:30pm, Downtown Norfolk

Horizon Circle I Founded: 01/01/1980

Monthly Meetings: 1st Monday after 1st Tuesday (Sept-May), 7:00pm, Members' Homes

In As Much Circle I Founded: 01/01/1896

Monthly Meetings: 2nd Wednesday, 11:30am, Members' Homes, Restaurants

Infinity Circle I Founded: 07/01/2015

Monthly Meetings: 1st Thursday, 6:30pm, Members' Homes

Lafayette River Circle I Founded: 08/27/2009

Monthly Meetings: 1st Tuesday Bi-Monthly, 7:00pm, Members' Homes or Breweries

Lakewood Circle I Founded: 02/01/1957

Monthly Meetings: 3rd Tuesday, 10:30am, Lakewood Neighborhood & Members' Homes

Larchmont Friends Circle I Founded: 01/01/1997

Monthly Meetings: 2nd Monday, 7:00pm, Members' Homes

Magnolia Circle I Founded: 07/01/1997

Monthly Meetings: 2nd Tuesday, 6:30pm, Members' Homes

Maltese Cross Circle I Founded: 01/01/1968

Monthly Meetings: 2nd Tuesday, 6:30 pm, Members' Homes

Margaret Roper Moss Circle I Founded: 01/01/1956

Monthly Meetings: 2nd Monday, 10:30 am, Members' Homes

NICU Friends Circle I Founded: 12/04/2014

Monthly Meetings: 1st Wednesday, 7pm

North Suffolk Circle I Founded: 01/01/1987

Monthly Meetings: 3rd Tuesday, 6:00pm, Berea Christian United Church

Oceanfront Circle I Founded: 08/27/2009

Monthly Meetings: 3rd Wednesday, 9:30am/6:30pm alternating, Members' Homes

Princess Anne Circle I Founded: 02/01/1962

Monthly Meetings: 4th Tuesday, 10:30am, Members' Homes

Ruth Sargeant Circle I Founded: 09/01/1947

Monthly Meetings: 3rd Tuesday, 10:30am, Members' Homes

Seashell Circle I Founded: 06/30/2011

Monthly Meetings: 1st Wednesday, 7:00pm, Members' Homes

Southern Vines Circle I Founded: 05/25/2006

Monthly Meetings: 2nd Wednesday, 6:30pm, Members' Homes

Union of Hands Circle I Founded: 01/01/1991

Monthly Meetings: 2nd Monday, 7:00pm, Members' Homes

West Ghent Circle I Founded: 04/01/1962

Monthly Meetings: 2nd Tuesday, 6:30pm, Norfolk



2023-2024 Circle Liaisons

Beth Bryant

Caritas Circle
Circle on the Pointe
Holly Circle
Seashell Circle

Leslie Crocker

Alice Davis Circle
East Beach Circle
Magnolia Circle

Laura Fulton

Circle of Rainbows
Cypress Point Circle
Driftwood Circle
Princess Anne Circle

Carrie Lauck

Circle by the Bay
NICU Friends Circle
Southern Vines Circle

Nicole Legum

Atlantic Circle
Colonial Circle
Elizabeth River Circle

Amy Moynihan

Union of Hands Circle

Margaret Kelly

Lafayette River Circle

Taylor Priest

Azalea Unity Circle
Infinity Circle
Larchmont Friends Circle

Robin Reed-Broadnax

Circle of One
Horizon Circle

Sunny Sonner

In As Much Circle
Maltese Cross Circle
Ruth Sargeant Circle
West Ghent Circle

Renee S. Walker

Downtown Circle
Oceanfront Circle

Carrie Williams

Circle in the Bridge
Great Bridge Circle
Lakewood Circle
North Suffolk Circle



2023-2024 Children's Health System Board of Directors

Governing and policy-making board for all entities under the Children's Health System.

Akhil Jain, Chair
Julie Beck*
Martha Colen*
R. Justin Fulton
Kim Georges*
Owen Griffin
Katherine Knaus*
John R. Lawson II
Nicole Legum*
Katrina Leshner, MD
Miles Leon
Kevin Murphy
Scott Nottingham, MD
Kieran Poulos*
Amy Sampson
Brian K. Skinner
Elly Bradshaw Smith*
Carl St. Remy, MD
Edward D. Whitmore

*Class A Members (King's Daughters)



2023-2024 Children's Health Foundation Board of Directors

Governing and policy-making board for the investment of funds on behalf of the Children's Health System.

Larry Bernert III, Chair

Dan Boyle

Scott Carr

Mark Compton

Leslie Doyle*

Doug Hillebrandt

Trey Huelsberg

Kelly Johnson*

Michael Matacunas

Kim McMillan*

Matthew Nusbaum

Karen Priest*

Taylor Priest*

*Class A Members (King's Daughters)

Section 11

Reporting Forms

- Annual Volunteer Hours
- Circle Officers Listing
- Annual Circle Checking Account Audit
- Annual Linens and Gifts Reporting
- Membership Application
- Membership Changes
- Deceased Member Update
- Circle Profile
- Circle Project Application Form (P1)
- Circle Project Completion Form (P2)
- ABC License Request
- Circle Project Supply Request
- Canister Reporting
- Linens and Gifts Reporting
- Sample Meeting Minutes
- 2023-2024 Donation Receipt
- Retail Sales and Use Tax Certificate of Exemption



ANNUAL CIRCLE MEMBER VOLUNTEER HOURS FORM

Please list each Circle member's name and hours of work performed for July 2023-June 2024.

If you volunteer through CHKD's Volunteer Services Department, those hours should NOT be listed below.

Submit to the KD office by June 28th.

Circle: _____

Form submitted by: _____

CIRCLE MEMBER'S FULL NAME	ANNUAL HOURS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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25.	

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



CIRCLE OFFICERS LISTING

Due June 4, 2024

Please print first and last name clearly for all that apply. If one Circle member has multiple positions on the list below, simply write their name next to multiple positions.

Circle Name: _____

Leader _____

Co-Leader _____

Asst. Leader _____

Treasurer* _____

*Required to provide Development Operations Manager with Social Security Number, Copy of Valid Driver's License, Job Title, Employer, and Circle Name. Call/text 848-6213 or email Jen.Kay@chkd.org by June 8.
ALL CIRCLES WILL BE REQUIRED TO SIGN NEW BANK FORMS THIS YEAR.

Secretary _____

Membership Chair _____

Legislative Liaison _____

Canister Chair _____

Linens & Gifts Chair _____

Volunteer Hours Chair _____

Website Chair _____

Social Media Chair _____

Form Submitted by: _____

Submit completed form (with updated Circle roster) to:
Email: info@kingsdaughters.org



ANNUAL CIRCLE CHECKING ACCOUNT AUDIT

Name of Circle: _____

Account Number: _____

Date of Audit: _____

Balance at time of Audit: _____

Checking Account Audit Procedure

The Circle Treasurer coordinates an audit at the end of each fiscal year. She asks the former Treasurer to serve as Chairman of the Audit Committee. The Chairman then appoints two other members of the Circle to serve. The committee reviews the financial statements from the previous fiscal year, completes the Circle Checking Account Yearly Audit Report, and submits the completed form to The KD office when the account is transferred to the new Treasurer. If the Treasurer remains the same from year to year, the form is still due to The KD office annually by July 31.

We verify that we have:

- Reviewed the financial statements and documentation of the Circle*
- Verified that the bank statements are in accordance with the Circle account record*
- Determined that the balance stated above truly reflects the financial status and transactions of the Circle named above for the fiscal year of July 1, 2023 through June 30, 2024*

Audit Committee Members:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Form Submitted by: _____

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org

DUE BY JULY 31, 2024

ANNUAL LINENS & GIFTS REPORTING FORM

To help the KD office verify records, please submit this form if your Circle donated linens or gifts between July 1, 2023 – June 30, 2024. This form should only be submitted at the end of each fiscal year.
DUE BY JUNE 28TH.

Circle: _____ Form submitted by: _____

Phone: _____ Fiscal Year: _____

List the number of items in each category.

Linens (Handmade Items)

Item	Quantity
Bears	
Blankets (<i>Quilts, fleece, etc.</i>)	
Developmental Hearts for NICU	
Journal Bags	
Knitted Hats (<i>all sizes baby to teen</i>)	
Look-a-like Dolls	
Tooth Fairy Pillows	
Miscellaneous Linen: (<i>Bibs, Burp cloths, Pillowcases, heart pillows, booties, etc.</i>)	

TOTAL: _____

Gifts

Item	Quantity
Batteries	
Reading Books- Only new books	
Crafts: (<i>Coloring/Activity Books, Construction Paper, Paint, Brushes, Pipe Cleaners, Glue, Tape, Stationary, Pens, Pencils, etc.</i>)	
Crayons & Markers	
Magazines: (<i>Must be within the last 3 months excluding National Geographic or like magazines</i>)	
Playing Cards	
Socks	
Toys & Games	
Miscellaneous Gifts:	

TOTAL: _____



Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
 Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



The King's Daughters

MEMBERSHIP APPLICATION

For questions/information regarding joining a King's Daughters Circle, please visit our website at www.kingsdaughters.org or call 757.668.8909.

To be completed by the Prospective or New Member (please print clearly)

- I am interested in joining a Circle. Please contact me.
- I am interested in starting a new Circle. Please contact me.
- I am officially a new member of a Circle. Circle Name: _____ Date Joined: _____
 - I would like to receive a membership information packet
 - I have paid dues to Circle Treasurer or online at kingsdaughters.org

Name: _____
Last First M.I.

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Home Cell Work Phone: _____ Home Cell Work

Email: _____

Nickname preferred to be called: _____ DOB (determines dues): _____
MM/DD/YYYY

Job Title: _____ Employer: _____

Background (i.e. finance, marketing, sales, fundraising, graphic design, event planning, medical, education, PR, insurance, etc.): _____

Name of Spouse: _____ Spouse's Employer: _____

Check all that apply:	I have worked on a planning committee:	I'm interested in planning committee:	I have attended:
RunWalk for the Kids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast with Santa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moonlight & Mistletoe Gala	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas of interest?	
Collating mailings with/for KD office	<input type="checkbox"/>
Jr. Circle events	<input type="checkbox"/>
Sewing and/or knitting for patients	<input type="checkbox"/>

The King's Daughter you were referred by (if applicable): _____

Date Signed: _____ Signature: _____

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org

KD Office Use Only:

- Entered *Initial/Date* _____
- Sent Welcome Letter *Initial/Date* _____
- Sent Packet *Initial/Date* _____
- KD Office Has Rcvd Dues *Initial/Date* _____



CIRCLE MEMBERSHIP CHANGES FORM

In order to keep our membership records up to date, it is important that this form be completed **each time** a member has a name change, address change, or status change.

Circle: _____

Reporting Person: _____

Date: _____

Please specify one of the following *and list effective date*:

Contact Info/Name Change: _____

Resigning Member: _____
Reason: _____

Returning Member _____

Moving to Inactive Status _____

Returning to Active Status _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone: () _____

Email: _____

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org

Updated Sept 2021



DECEASED MEMBER UPDATE

Date Submitted: _____ Circle Name: _____

Reporting Person: _____

Deceased Member:

First and Last Name: _____

Date deceased: _____

Address: _____

City: _____ State: _____ Zip: _____

***Please provide the KD office with a photo of the deceased member so we may include it in our memorial slide show at the October Annual Recognition Meeting.**

**Pictures may be mailed to address below or emailed to info@kingsdaughters.org
Mailed pictures will be returned at your request.**

Please submit picture as soon as possible, but no later than June 28th.

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



CIRCLE PROFILE

Please review your Circle's information below and submit edits to the KD office

Circle Name: _____

Date/Year Circle was established: _____

Age range of members: _____

Current number of members (total/active): ___/___ Total number of members allowed by bylaws: _____

Percent of members that work _____

Were any of your current members ever in a Junior Circle? Yes No

Where are meetings held: _____

When are monthly meetings held/day and time: _____

Membership Chair: _____

Neighborhoods/cities/organizations/businesses from which you draw membership: _____

When new members are accepted: Year-Round ___ Spring ___ Summer ___ Fall ___ Other ___

List Circle Projects held during previous Fiscal Year (July 1 – June 30): _____

List Circle Projects held in the past: _____

How new members are recruited: _____

Common interests all Circle members share: _____

Terms of service for Circle Officers: _____

Circle Representatives on CHKD/CHS Boards: (list Board/Committee and Circle member): _____

To a prospective member of The King's Daughters, how would you describe your Circle?

Other items you may want to share about Circle: _____

Does your Circle have a presence on Facebook? Yes No *If so, please list official name so The King's Daughters page can help promote it.

Form submitted by: _____ Date submitted: _____

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



Circle Project Planning Checklist

Before Project:

- Circle votes to do project
- Determine ticket/participation fee. Be sure all of Circle agrees on amount and that it will cover all event expenses, including insurance and ABC License costs if applicable.
- Submit **Circle Project Application Form (P1)** to KD office for KD Board approval. Aim for at least 3 months prior to event date/project start date. Projects are approved via email/at monthly board meetings. The Volunteer/Events Coordinator will email the project chair & Circle leader when it is approved.
- Create a timeline of tasks and completion dates.
- Brainstorm additional revenue ideas (if appropriate to event, partner with vendors who'll help promote event, chance drawing, etc.)
- Confirm event venue.
- Submit contracts/agreements (insurance, rentals, entertainment, etc.) to Volunteer/Events Coordinator so Executive Director can review and sign. Allow at least two weeks for review.
- If alcohol will be served at your event, contact the KD office to confirm who will provide and serve the alcohol. If deemed necessary, complete the ABC License Request Form provided by the KD office. This is not the license application; the KD office must secure the ABC license. Do not apply for this license yourself. Confirm the price with the KD office, and allow 30 days for processing. The Circle will be invoiced by the KD office. An ABC license is a project expense.
- Work with Volunteer/Events Coordinator to submit an insurance form if you plan to serve alcohol at your event, if it is a sporting event, etc. Note: if ABC license is necessary, insurance form will be necessary.

- Request Volunteer/Events Coordinator set up online ticket sales. Allow 2 weeks for request to be fulfilled.
- Set up Square account for processing CC's at event if necessary. Call KD office and speak to Development Operations Manager with your Circle's ID and password access to your Square account.
- Submit all proposed PR materials to Volunteer/Events Coordinator for review/approval prior to printing or distributing digitally, including:
 - Sponsor/donor ask list
 - Sponsor ask letters (KD office can help create/mail these if requested)
 - Tickets
 - Invitation/flyer

Refer to the **Checklist for Circle Project PR Materials** (Circle can have a member/friend design materials. The KD office can also design. Please request this on the P1.
- Edit Circle web page and submit event write-up for KD office to put on kingsdaughters.org events listing and Circle web page
- Facebook – create a Facebook event on your Circle page/group
 - Add The King's Daughters for CHKD as co-host
 - Have all Circle members "like" and select "going" to the event
 - Have all Circle members share the event on their personal page.
 - Have all Circle members then invite friends and KD Staff to the event.
 - Submit photos from "last year" to help with project promo on FB via KD page, Circle page, etc.
- Utilize **Media Contact List** (provided by KD office) and add the Circle Project to the Hampton Roads community online calendars.
- Assign an event photographer.
- Submit **Circle Project Supply Request** form to borrow event supplies 2-3 weeks prior to event. Please include quantity of items needed. Supplies will be available to pick up no sooner than week of your event. **Please return items as soon as possible - items may be needed for other projects.**

After Project Completion:

- Finish collecting all expected income from patrons, sponsors, etc.
- Development Operations Manager will email Circle treasurer and project chairs when online sales are transferred to Circle checking accounts; typically 1-2 weeks after event.
- Pay any final expenses from project.
- Complete **Circle Project Completion Form (P2)** and submit it to KD office along with project donation check. If you have sponsorships of \$1,000 or more, complete the Circle Honor Roll Template and submit that with your P2 and check. The Volunteer/Events Coordinator can share the Template with you. ***Please send 1 check per project and in memo include complete event name as it should appear in the Annual Report.***
- Send thank you letters to all donors, patrons, etc. (KD logo cards and letterhead are available through the KD office).
- Submit event photos to KD office for online posting and annual recognition.
- Tag KD on Facebook/Instagram photos #kingsdaughterschkd

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org
Website: www.kingsdaughters.org FB & IG: @kingsdaughterschkd



CHECKLIST FOR CIRCLE PROJECT PR MATERIALS

(Invitations, flyers, etc.)

**Please send all KD Circle PR materials to
the KD office for approval and include the following:**

- Logo and/or Name = The King's Daughters (check The is capital letter)
- Text reads "A Project of XX Circle of The King's Daughters to benefit" CHKD logo or full name Children's Hospital of The King's Daughters
- Title of Event
- Date of Event
- Time of Event (p.m. a.m. – should have periods after each letter)
- Location of Event (include address)
- Spell Check / Grammar Check all Text (sometimes read text backwards to catch errors)
- Telephone (if not a Circle contact, then use KD office at 757-668-7098, after confirming with KD office)
- Website www.kingsdaughters.org OR www.kingsdaughters.org/yourCirclename
- Email (if not a Circle email, then use info@kingsdaughters.org)
- NO reference to raffle / cash prize / chance drawing / alcohol, etc. unless otherwise approved by KD office staff / Board of Directors
- How event benefits The King's Daughters for CHKD (e.g., 20% of proceeds to benefit CHKD)
- How tickets are purchased (if applicable)
- Where possible, please follow the simple flyer template provided by the KD office

Optional, but Recommended:

- Online ticket sales available
- Circle contact name / telephone number
- The King's Daughters or Circle social media channels (e.g., Facebook, Instagram, Facebook Event link)
- Add The King's Daughters as a co-host when creating a Facebook event

Formatting Examples:



Project of XX Circle of  to benefit  Mental Health Program

OR

Project of XX Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters



The King's Daughters Marketing, Messaging & Social Media Tool Kit

Below you'll find all the tools you need to serve as the Social Media chair for your Circle and have lots of fun doing it! Posts for each Circle Facebook and Instagram pages are highly encouraged.

Website/Social Media Chair Role & Responsibilities:

- Work closely with The KD Volunteer/Events Coordinator to ensure that the Circle's web page (www.KingsDaughters.org/CircleName) remains up to date
- Periodically view the Circle's webpage and make updates as needed (may obtain login credentials from KD staff to manage and edit web page content). Or send update requests to The KD Office via email to info@kingsdaughters.org. (Allow 2 weeks for updates to be made).
- With the Circle Project Chair(s), ensure print/ marketing materials for upcoming Circle projects are submitted to The KD Volunteer/Events Coordinator to be posted on the website in a timely manner (minimum 30 days prior to project)
- Manage Circle's Facebook and Instagram pages and assist KD Office in promoting Circle events by providing material. Share Circle photos with KD Office for website and social media
 - Follow (like, love, share, comment, etc.) The King's Daughters' Facebook and Instagram pages and share KD Facebook posts periodically on Circle page and with Circle members.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD.

History on The King's Daughters

Here are a few key details to remember about The King's Daughters.

Who: The King's Daughters is the founding organization of Children's Hospital of The King's Daughters (CHKD). The King's Daughters organization **only** fundraises and advocates for CHKD. The King's Daughters full name is Norfolk City Union of The King's Daughters but business is done as The King's Daughters.

What: A non-profit organization 501 ©3 that hosts fundraisers and advocates for CHKD, only.

When: In 1896, in Norfolk, VA, a small group of women were setting out to make a difference in the lives of young people. On April 23, 1961, The King's Daughters celebrated the culmination of all their hard work and the rewards of their unquenchable faith and optimism. Their hospital, CHKD was dedicated and its doors were open to the children of their community.

Other details:

- Circles are a part of The King's Daughters organization. The King's Daughters efforts benefit CHKD.

- The “T” in The King’s Daughters should always be capitalized. As well as the “C” in your Circle name.

Website: www.kingsdaughters.org

Hashtag(s): #kingsdaughtersCHKD #CHKD #volunteerism #lightingtheway

Major Project Hashtag:

- #chkdrunwalkforthekids
- #breakfastwithsantaforchkd
- #moonlightandmistletoeforchkd

Social Media Accounts

Highly encourage your Circle members to like and follow:

Instagram:

- www.instagram.com/kingsdaughterschkd
- www.instagram.com/chkd.runwalk

Facebook:

The King's Daughters Office manages multiple Facebook pages:

- “The King's Daughters for CHKD” www.Facebook.com/kingsdaughterschkd -- May mention in your posts
- “CHKD RunWalk for the Kids” www.Facebook.com/RunWalkfortheKids
- “Breakfast with Santa - to benefit CHKD” www.Facebook.com/BreakfastwithSantaCHKD
- “Moonlight & Mistletoe - to benefit CHKD” www.Facebook.com/MoonlightandMistletoeCHKD

The King’s Daughters Discussion Board is another way to communicate with fellow Members; please join this page if you are not a member already,

<https://www.facebook.com/groups/kddiscussionboard/>

Children’s Hospital of The King’s Daughters (CHKD) social media accounts:

- **Facebook:** Children’s Hospital of The King’s Daughters <https://www.facebook.com/CHKDHS/>
- **Instagram:** Children’s Hospital of The King’s Daughters https://www.instagram.com/chkd_kids/ **please note there is an underscore after CHKD*

Posting on your Circle’s Facebook and Instagram page:

- **Develop a content plan for your social media outlets. Be consistent. Develop a content posting plan on the 1st and 15th of each month. Be consistent in showing up on your outlets.**
 - Best times for posting:
 - Review your algorithms to see when your viewers are following on your social media platforms.

- Recommendations on best times to post
 - Facebook:** 11:00 am, 2:30-3:00 p.m. and 6:30 - 7:30 pm
 - Instagram:** 7:00 am and 8:00 pm
- **Only KD Board approved events can be promoted on a Circle Page**
- Please make the Volunteer/Events Coordinator an admin of your Facebook page
- *Always welcome to share posts from The King's Daughters or Children's Hospital of The King's Daughters Facebook pages.*
- *Follow (like, love, share, comment, etc.) The King's Daughters' Facebook Page and share KD posts periodically on Circle page and with Circle members.*
- If your Circle creates an event, please add The King's Daughters for CHKD as a co-host to foster a unified organization, increased PR, and event success.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD.
- Use your Circle's hashtags in posts
 - Example: Circle in the Bridge's hashtags are #CITB & #circleinthebridge
- Be sure to hashtag the city where your event will take place
 - Example: If you are hosting an event in Norfolk; #norfolk, #norfolkva and #hamptonroads
- Always mention The King's Daughters in your post

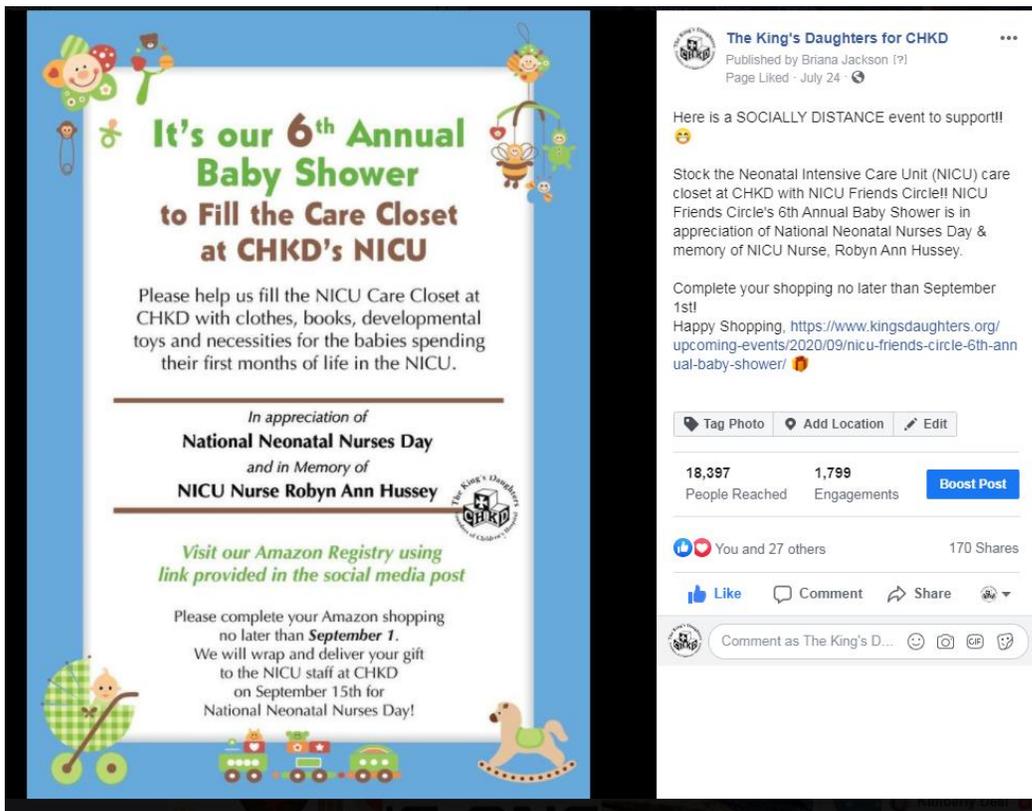
Posting on your Circle's Facebook and Instagram page during a Pandemic:

- Events should always follow the current guidelines at the time of the photo including photo(s).
- For a present day example: Any photos posted with people in them; they should be 6 feet apart and wearing masks.

Pre-Event:

Get the excitement started! Post your event flyer or details about the event with ticket link.

Sample Facebook Posts:



Day of:

Encourage those last minute folks to take part in the event and support CHKD!

Sample Facebook Posts:



Samples & Ideas of General Facebook Posts about your Circle & The King's Daughters

- Highlight a Circle member
- Reasons why members joined
- Encourage membership: Give a little info about your Circle (age ranges, when you meet, etc.) with membership application link, <https://www.kingsdaughters.org/member-resources/reporting-forms/membership-application/>



Logos to use:



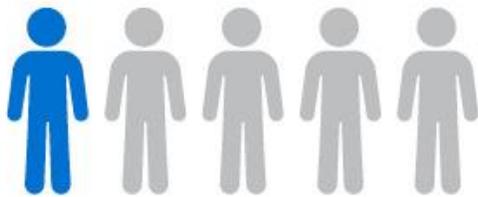
Wording to use:

A project of X Circle to benefit 

or A project of X Circle to benefit 
Mental Health Hospital

Mental Health

Please reach out to Briana for up to date information or graphics if you wish to post about mental health (information regarding mental health is ever changing).



1 in 5

children in the U.S. has a
diagnosable mental health condition.

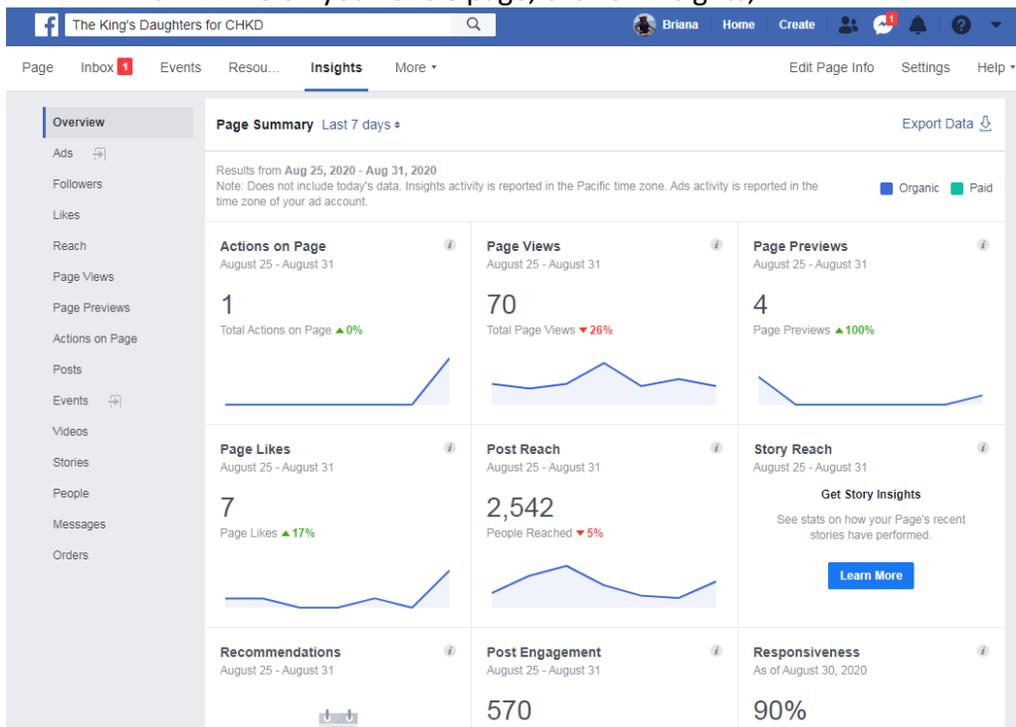


Other avenues to advertise events

- Share fundraising posts from The King's Daughters page, your Circle page or another Circle's page
- Guidelines on best times to post(<https://howsociable.com/blog/best-time-to-post-on-facebook/>)
- Promote your own events including free sites such as SPINGO, Next Door, and low-cost Facebook ads
- Sign up for future Marketing webinars, www.becomeamarketingpro.com/waitlist
- Attached, community advertising list

FAQs:

- How do I view my Circle's Facebook page analytics?
 - While on your Circle page, click on Insights,



- Who do I contact with questions about my Circle's social media pages?
 - Briana, Volunteer/Events Coordinator, 757-668-8909 or Briana.jackson@chkd.org



CIRCLE PROJECT APPLICATION FORM (P1)

Please type or neatly print. **Please allow at least 2 weeks for approval.**

KD Office Use Only	
<input type="checkbox"/> Ex. Director	_____
<input type="checkbox"/> VP Membership	_____
<input type="checkbox"/> Approved/Date	_____
*At Board Meeting	<input type="checkbox"/>
*Via Email	<input type="checkbox"/>
ABC License Applied:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Waiver Provided:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Insurance Applied:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Comments:	_____

DATE SUBMITTED: _____

I. CIRCLE(S) PARTICIPATING: _____

II. EVENT CONTACT INFORMATION

Project Chair: _____

Email: _____ Daytime Phone: _____

Additional Contact/Co-chair: _____

Email: _____ Daytime Phone: _____

Circle Leader: _____

Email: _____ Daytime Phone: _____

Board Liaison: _____

III. EVENT DESCRIPTION

1. Event Title _____

2. Date(s) of Event _____ circle one: Su M Tu W Th F Sa

3. Hours of Event: Start Time _____ End Time _____

4. Location of Event (name, address, city, state, zip) _____

Indoor Outdoor (Include Rain Date _____)

5. Projected Attendance (quantity) _____ Capacity _____

6. Price \$ _____

Ticket price includes

Food Yes No *If yes, list caterer information: _____

Alcohol Yes No *If yes, list cost per drink: _____

7. Event contact person for print materials and website: Name _____

Phone _____ Email _____

8. Has this event been done before? Yes No *If yes, when? _____ Multiple Years? _____

9. Event Description: _____

10. Do you plan to sell chance tickets at the event (may only sell to patrons at event)? Yes No

11. Do you plan to accept credit card payments (tickets, sales at events, etc.)? Yes No

(If yes, proper form must be provided by the KD office)

IV. INSURANCE/COVERAGE OF EVENT

1. Does the location have liability insurance? Yes No

*If yes, please request location to provide a copy of their certificate and name "The King's Daughters" (not Circle name) as an "Additional Insured" for the event date(s).

2. Does this project require a written agreement or contract with a vendor or other third party? Yes No

*If yes, please attach contract for review and approval. Circle members must NOT sign contracts. Please allow 4-6 weeks for The KD office/CHKD Legal Dept. to review.

3. Do you plan to serve and/or sell alcohol? Yes No Does venue or caterer supply license? Yes No

*If yes, list who: _____

*If no, Circle must submit **ABC License Request Form** to KD office. Allow 30 days for processing. Do not apply for license yourself.

V. ESTIMATED FINANCIALS (for planning purposes, required)

ANTICIPATED INCOME:

- A. Tickets \$ _____
- B. Food/Beverage/Alcohol \$ _____
- C. Sales \$ _____ (specify what is for sale _____)
- D. Auction (Live or Silent) \$ _____
- E. Chance Tickets \$ _____
 - a. # Tickets Sold _____
 - b. Price Per Ticket _____
- F. Sponsorships/Donations \$ _____
- G. Other Income \$ _____ (specify from what _____)
- H. **TOTAL INCOME** \$ _____

ESTIMATED EXPENSES:

- A. Rental \$ _____
- B. Food/Beverage \$ _____
- C. Entertainment \$ _____
- D. Promotion/Printing \$ _____
- E. Decorations/ Equipment \$ _____
- F. Permits / Licenses \$ _____
- G. Other \$ _____ (specify what _____)
- H. **TOTAL EXPENSES** \$ _____

Estimated Event Net Profit (Income less Expenses): \$

1. Expected date profit will be donated: _____ (**within 30 days of project completion**)
2. **List businesses/individuals you plan to ask to support this event:** Please note if request is monetary or in-kind. Attach additional pages if needed. If all contacts are not known at the time of form submission, please continue to inform KD office of additional donation requests you wish to make BEFORE you make them.

VI. SUPPORT NEEDED FROM KD OFFICE **Please allow 2 weeks for requests after Project is approved*

- Online Ticket Sales/Registration **Circle Member to receive notifications* _____
- Promotion on Website Create Invitations Print Invitations
- Create Flyer Print Flyer Create Tickets Print Tickets
- Assistance Mailing Sponsorship/Donation Requests and/or Thank You Letters
- Promotion in Circular (time/deadlines permitting) Request KD Staff or Board attendance at event
- Social Media **If this event has a Facebook event or online presence, list link* _____
- If in need of equipment at event (i.e. cash boxes, easels, KD banner, mylar KD logo balloons, patient pictures, canisters), Circle must submit **Circle Project Supply Request Form** to KD office two weeks prior to picking up.

VII. PUBLICITY INFORMATION

The King's Daughters Office must review ALL promotional/print materials prior to distribution. Please make sure the KD logo/name appears on all materials with the phrase, "A project of (Circle Name) of The King's Daughters to benefit CHKD." Please indicate the types of promotions you plan to do for your event: All media, press releases, and public service announcements must be approved by KD office.

1. Invitations will be sent to: _____
2. Flyers will be sent to/distributed at: _____
3. Other: _____

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



CIRCLE PROJECT COMPLETION FORM (P2)

Please type or neatly print.

DATE SUBMITTED: _____

SUBMITTED BY: _____

I. CIRCLE(S) PARTICIPATING _____

II. EVENT CONTACT INFORMATION

Project Chair: _____

Email: _____ Daytime Phone: _____

Additional Contact/Co-chair: _____

Email: _____ Daytime Phone: _____

Circle Leader: _____

Email: _____ Daytime Phone: _____

Board Liaison: _____

III. EVENT DESCRIPTION:

1. Event Title: _____
2. Date(s) of Event: _____ *circle one:* Su M Tu W Th F Sa
3. Location of Event (name, address, city, state, zip): _____

4. Attendance at Event (quantity): _____

IV. EVALUATION:

1. Do you consider this project successful? NO YES
2. Why or why not: _____

3. Would you do it again? NO YES
4. Why or why not? _____

Please email event photos to info@kingsdaughters.org for inclusion in the Circular, the KD annual report, Facebook posts, Annual Recognition slide show, etc.

V. FINANCIAL REPORT

INCOME:

- A. Tickets \$ _____
- B. Food/Beverage/Alcohol \$ _____
- C. Sales \$ _____ (specify what was sold _____)
- D. Auction (Live or Silent) \$ _____
- E. Chance Tickets \$ _____
 - a. # Tickets Sold _____
 - b. Price Per Ticket _____
- F. Sponsorships/Donations \$ _____
- G. Other Income \$ _____ (specify from what _____)
- H. TOTAL INCOME** \$ _____

EXPENSES:

- A. Rental \$ _____
- B. Food/Beverage \$ _____
- C. Entertainment \$ _____
- D. Promotion/Printing \$ _____
- E. Decorations \$ _____
- F. Permits / Licenses \$ _____
- G. Other \$ _____ (specify what _____)
- H. TOTAL EXPENSES** \$ _____

Event Net Profit (Income less Expenses): \$

Total Amount Given to KD office (to benefit CHKD): \$

Date Check Presented to KD office _____
(Please submit check with this form to KD office.)

SPONSORS:

List of Sponsors & Amounts Donated (submit additional sheets if necessary)

Sponsor Name/Business	Cash or In-Kind	Donation Value

THANK YOU FOR ALL YOUR EFFORTS AND HARD WORK!

Please submit this completed form along with check for the total profit of your project to the KD office within 30 days of project completion. Presentation/Announcement of your project and donation is encouraged at the next KD Connect meeting. Call the KD office if you have any questions or see the Circle Manual for further information on "Project Approval Process" and "Project Completion Process".

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
 Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



ABC LICENSE REQUEST FORM

This is not the license application; The KD Office must secure the ABC license. Do not apply for this license yourself.
Allow 30 days for processing. If ABC license is required, insurance is also required.

Circle: _____ Form submitted by: _____
Email: _____ Phone: _____
Event Title: _____
Event Date: _____

Hours of event: (start to finish) _____

How long will alcohol be served? _____

Will you be serving? Wine: Yes No
Beer: Yes No
Liquor: Yes No

How will you ID? _____

Are all attendees 21 years and older? Yes No

If no, will attendees have wrist bands? Yes No

Is an area designated for consumption of alcohol? _____

List vendors supplying alcohol: _____

Are vendors required to carry minimum liquor liability insurance? _____

Who will serve the alcohol? _____

If not Circle members, specify: _____

What security measures will be in place? _____

Security guard Yes No

Off-duty police Yes No

Other _____

How many onsite security personnel? _____

Event location name (business if applicable): _____

Event location address: _____

City, State, Zip: _____

Number of patrons expected to attend: _____

Estimated number of patrons consuming alcohol: _____

Ticket price: \$ _____

Are drinks included in ticket price? Yes No

If no, what is the cost per glass? _____

Is food included in ticket price? Yes No

(Food must be available if alcohol served)

Do you have a caterer hired for event? Yes No

If yes, list catering company, contact name, and phone number: _____

If yes, can caterer hold ABC license? Yes No

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



Circle Project Supply Request Form

Request 2 weeks prior to pick up date

Today's Date: _____ Form submitted by: _____

Circle: _____

Contact Person: _____

Phone: _____ Email: _____

Project Name/Title: _____

Date(s) of Event: _____ **Pick Up Date:** _____

Submit request to KD office to **borrow** event supplies for your event. Items will be available to pick up the week of your event – let us know date and time you would like to pick up items from the KD office.

- Items available in office - **Please include quantity of items needed:**

Qty _____ Money/Cash boxes

Qty _____ Pens

Qty _____ Clipboards

Qty _____ Poster Displays (limit 4)

Qty _____ Easels

Qty _____ KD logo Mylar balloons (limit 5)*

*solid color balloons may be purchased and added to create balloon bouquets

*Circle is responsible for filling balloons

Qty _____ Sign Holders (clear plastic; portrait or landscape)

Qty _____ CHKD Blocks (how many sets – 1, 2, etc.)

Qty _____ Donation canisters

Qty _____ KD logo letterhead/envelopes

Qty _____ I Love CHKD or Healthy Bear stickers (25, 50, 100, etc.)*not always available

Qty _____ KD logo Thank You notecards/envelopes

_____ Square (limit 1)*Circle must consult KD office before purchasing own Square for Circle use

_____ KD logo banner (limit 1)

***Return banner within 7 days or payment for banner(s) will be deducted from your Circle checking account.**

*Circle may inquire about personalized Circle Banners available for purchase.

We have a limited supply of items, so please ensure that items borrowed from the KD office are returned **promptly** after your event, so that other Circles are able to use. Thank you!

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



LINENS & GIFTS REPORTING FORM

THIS FORM SHOULD BE COMPLETED AND SUBMITTED WITH EACH DONATION.

CIRCLE NAME: _____

REPORTING PERSON: _____ PHONE: _____

MONTH: _____ YEAR: _____

Please list the number of items in each category.

LINENS (HAND-MADE) ITEMS

ITEM	QUANTITY
Bears	
Blankets (Quilts, fleece, etc.)	
Developmental Hearts for NICU	
Journal Bags	
Knitted Hats (All sizes baby to teen)	
Tooth Fairy Pillows	
Miscellaneous Linens (Bibs, burp cloths, pillow cases, heart pillows, booties, etc.)	

GIFTS

ITEM	QUANTITY
Batteries	
Reading Books (only new books)	
Crafts (Coloring/activity books, construction paper, paint, brushes, pipe cleaners, glue, tape, stationary, pens, pencils, etc.)	
Crayons & Markers	
Magazines (Must be within the last 3 months excluding National Geographic or like magazines)	
Playing Cards	
Socks	
Toys & Games	
Miscellaneous Gifts:	

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
 Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org



Circle Sample Meeting Minutes

Email info@kingsdaughters.org to request
an electronic version to customize for your Circle.
ALL portions of this form are OPTIONAL.

Circle Name: _____

Meeting Minutes – Date: _____ **Time:** _____

Meeting Location/Hostess: _____

Members Present: _____

(List which members were present/absent)

The minutes of the previous meeting were read by _____

and/or approved by _____

Special guests present: _____

Mission moment – Why are you here? Introduce any new members/guests. Thank host.

Committee Reports:

- Treasurer –
- Legislative –
- Bears/Linens & Gifts –
- Historian –
- KD Connect/Office/Major Projects Update –
- Upcoming Circle Project(s) –
- Canister Update –
- KD Connect/Board Liaison Update –

Old Business:

New Business:

Meeting Adjournment:

Submitted by:

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: info@kingsdaughters.org



BOARD OF DIRECTORS

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Development

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Leslie Crocker
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Renee S. Walker
Carrie Williams

Dear Friends of Children's Hospital of The King's Daughters,

Thank you for your support of The King's Daughters, the founding organization of Children's Hospital of The King's Daughters (CHKD). Today, our primary mission is to raise funds, friends, and awareness for CHKD. As the only freestanding, full-service pediatric hospital in Virginia, CHKD provides the best possible care and services for all children from birth to age 21, regardless of their ability to pay.

Please retain a copy of this document for tax purposes. Norfolk City Union of The King's Daughters, Inc., trading as The King's Daughters, is a 501(c)(3) organization and donors may deduct contributions (Tax ID number: 54-128-3946). Please consult your attorney, tax preparer, or financial adviser to establish your level of deductibility. Internal Revenue Code places the responsibility for estimating the value of a donation upon the donor rather than the agency receiving the gift. (IRS advises that "fair market value" is interpreted as that price which a buyer is willing to pay and a seller is willing to accept.)

Check all that apply:

- Circle Name _____ Event Name _____
- Thank you for your noncash/in-kind contribution of _____

(Donor to enter value of donation: \$ _____)
- Thank you for your cash donation in the amount of \$ _____
- This donation was made in exchange for goods/services. The value of goods/services received is: \$ _____
- No goods or services were received in exchange for this donation.

Donor Information:

Company/Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Many thanks for your very generous support of our efforts.

Sincerely,

President, The King's Daughters



Commonwealth of Virginia
Department of Taxation
www.tax.virginia.gov/nonprofit

Retail Sales and Use Tax Certificate of Exemption

Norfolk City Union of The King's
Daughters, Inc.
601 Children's Lane, 2nd Fl
Norfolk, VA 23507

Issued Date: 06/04/2021
Expiration Date: 06/04/2026
Exemption Number: SE541283946F06042026

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption also applies to purchases of meals, prepared food and catering by the organization for its use or consumption on or after April 22, 2016. The exemption is not applicable to the purchase of taxable services, such as hotel and motel accommodations.

To purchase tangible personal property without paying Virginia sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds (i.e., debit card, credit card or checking account). Purchases by a member of the organization from his personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization, these types of transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.
- The organization must establish: 1) that the provision of meals, prepared food and catering to individuals furthers an official function, mission, service or purpose of the nonprofit organization; and 2) that the organization has determined to whom, when, and how the meals or food are served or consumed.

Dealers, please note the following:

- The dealer is required to have a valid certificate of exemption from each organization on file.

I certify that the item(s) being purchased will be used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization's funds.

Organization's Authorized Representative: _____

Printed Name: Jenny Kay

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.



Section 12

Patterns and CHKD Wish List

- NICU Developmental Heart
- Journal Bag
- NICU Blanket
- Surgery Bear
- Tooth Fairy Pillow
- CHKD Child Life Wish List
- Heart Pillow

DEVELOPMENTAL HEARTS

Fabric hearts worn by NICU parents then placed with their infant

MATERIALS

- Serger or Sewing Machine
- Cotton prints are preferred. Flannel, fleece, or minky may also be used

SIZE

- The heart template is about 8" x 8". The finished size should be about 7.5" x 7.5" (no smaller than 6" and no larger than 7.5").

INSTRUCTIONS:

1. Print out the template for the ½ heart. Make sure to print it at 100%. Do not scale. Cut out the ½ heart. Make a full heart template by placing the ½ heart on folded paper and cutting out your template.
2. Wash and dry all fabric before cutting out the hearts. Special detergent is not necessary, but do not use one with added scent. Do not use fabric softener.
3. If sewing hearts with a Serger:
 - a. Place two pieces of coordinated fabric with wrong sides together.
 - b. Pin the heart template to the fabric and cut out the heart.
 - c. Serge around the heart. If using the cutter knife to trim as you sew, make sure to only remove a sliver of the fabric so as to not remove too much of the width.
 - d. If using the cutter knife, make sure to retract the knife when you reach the dip in the center top of the heart.
 - e. Weave the ends in securely when serging is finished.

If sewing hearts with a sewing machine:

- a. Lay two pieces of coordinating fabric with right sides together.
- b. Pin the heart template securely to the fabric; cut out the heart.
- c. Sew a narrow ¼" seam.
- d. When you reach the point of the heart or the dip in the top of the heart, leave the needle down, lift the presser foot, and turn. Continue sewing.
- e. Leave an opening large enough to turn the heart right side out.
- f. Clip the point at the bottom of the heart and the dip in the top so the points turn nicely. Make sure not to clip the stitching.
- g. Turn the heart right side.
- h. Iron the heart while pulling the seam out.
- i. Slipstitch the opening of the heart closed.
- j. Finish the heart by topstitching. Sew around the heart ¼" from the edge.

NOTES:

- Clinicians give Developmental Hearts to parents with newborn infants admitted to the Neonatal Intensive Care Unit. The parent wears the fabric heart against her skin so that the fabric might absorb her scent. The infant then receives the fabric heart in the isolette/crib so that parent and child are always together.
- Thank you to Blank Children's Hospital, Des Moines, IA, Newborn Intensive Care Unit for supplying the information and poem for Developmental Hearts.
- Print the poem on colorful computer paper and include with each heart to complete this gift to the new parent:

Hand to Hand
Heart to Heart
Heartfelt love to share.
Place this heart against your chest
And parent's love you'll share.

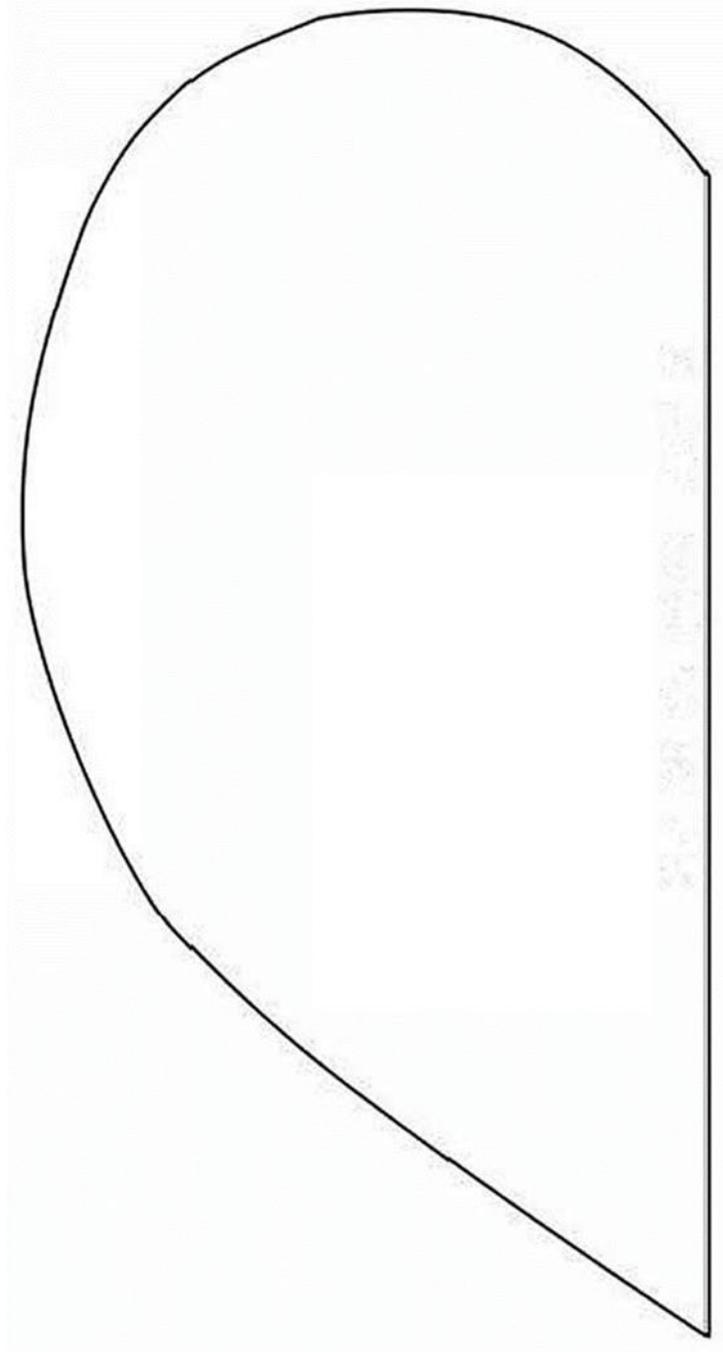
Then place this heart in baby's bed
Throughout each passing day.
Another chance to show you care
In a unique and loving way.

Your baby smells your presence
Whenever you can't be near.
It tells them that you love them
And wish you could be here.

Your baby will always remember
Your heartfelt smell of love.
As parent you will always cherish
This special gift of love.



TEMPLATE:

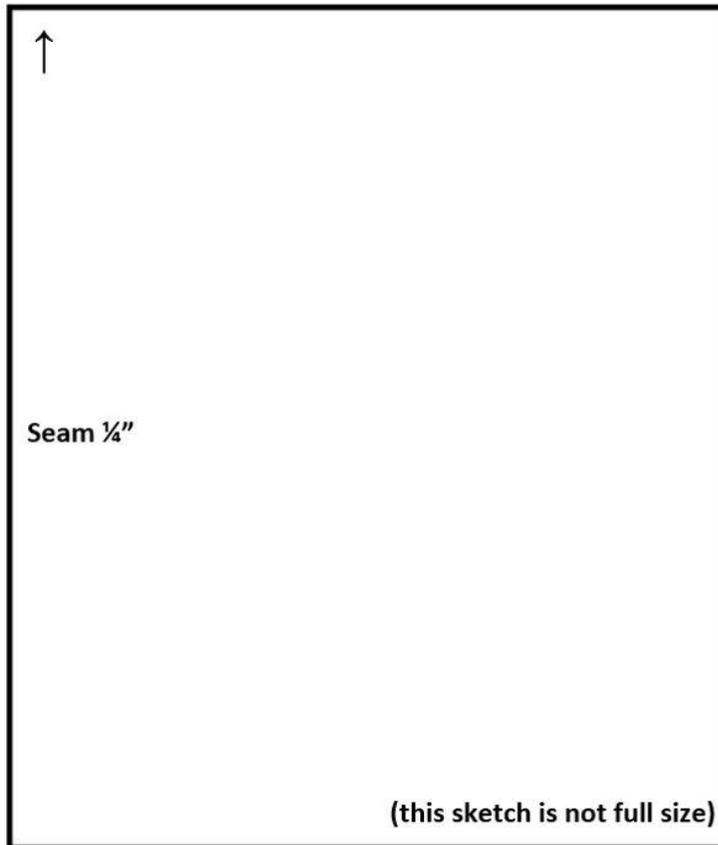


JOURNAL BAG

Patients can store journals and other keepsakes for comfort

Journal bag is 9" x 11". Cut on the fold. Seamed $\frac{1}{4}$ " on each side (leave one side open $1\frac{1}{4}$ " from the top to turn down $\frac{5}{8}$ " and sew to make the casing for the tie). Run tie through casing.

Turn under $\frac{5}{8}$ " Leave open $1\frac{1}{4}$ "



NICU ISOLETTE BLANKET

The Neonatal Intensive Care Unit (NICU) isolette blanket covers the NICU beds

- 45" x 38"
- May increase blanket size for patients of all ages, including teens
- No fringes, tassels, or sewn on decorations (fleece tie blankets ok for age appropriate kids other than NICU infants)
- All edges must be sewn
- Fabric should be a light weight fleece, soft washable quilt, or knitted



SURGERY BEAR

Every child having surgery at CHKD receives a Surgery Bear

How to make our CHKD BEARS



1) Materials

Fabric:

Smooth cotton or cotton poly blend
- kid friendly prints or solids

Medium to light colors work best
so the face we draw will stand out
Avoid pile fabrics as they can
cause respiratory problems



Stuffing:

Polyester Fiberfill Stuffing
Preferred is Poly-Fil 100% polyester Fiberfill by Fairfield
available at Michael's and JoAnn Fabric - check online for discount coupons

2) What to Do

Prep Fabric:

Wash Fabric before using

Turn Fabric right sides together

Iron if necessary



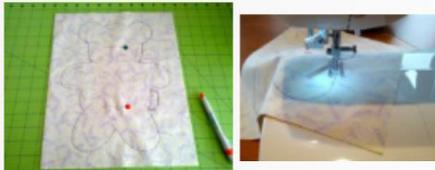
3) Trace



Place bear pattern on wrong side of the fabric
Trace a solid line along outside edge of pattern

***Mark opening with a dotted line**

4) Sew



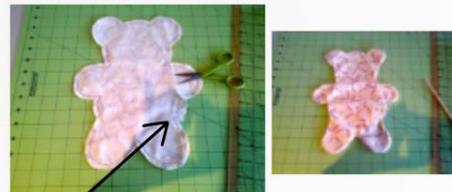
Cut material into a rectangle around pattern leaving at least 5/8" at top, bottom & sides for seam allowance

Pin placing two pins to secure fabric

Sew on solid line leaving dotted line open

Double Stitch at the beginning and end (both sides of the opening)

5) Trim & Turn



Trim seam

IMPORTANT Leave at least 1/2 inch of fabric at the opening to turn in at closing

Clip where needed

Turn bear right side out

6)



Stuff - not too tight leave squeezable for tiny hands

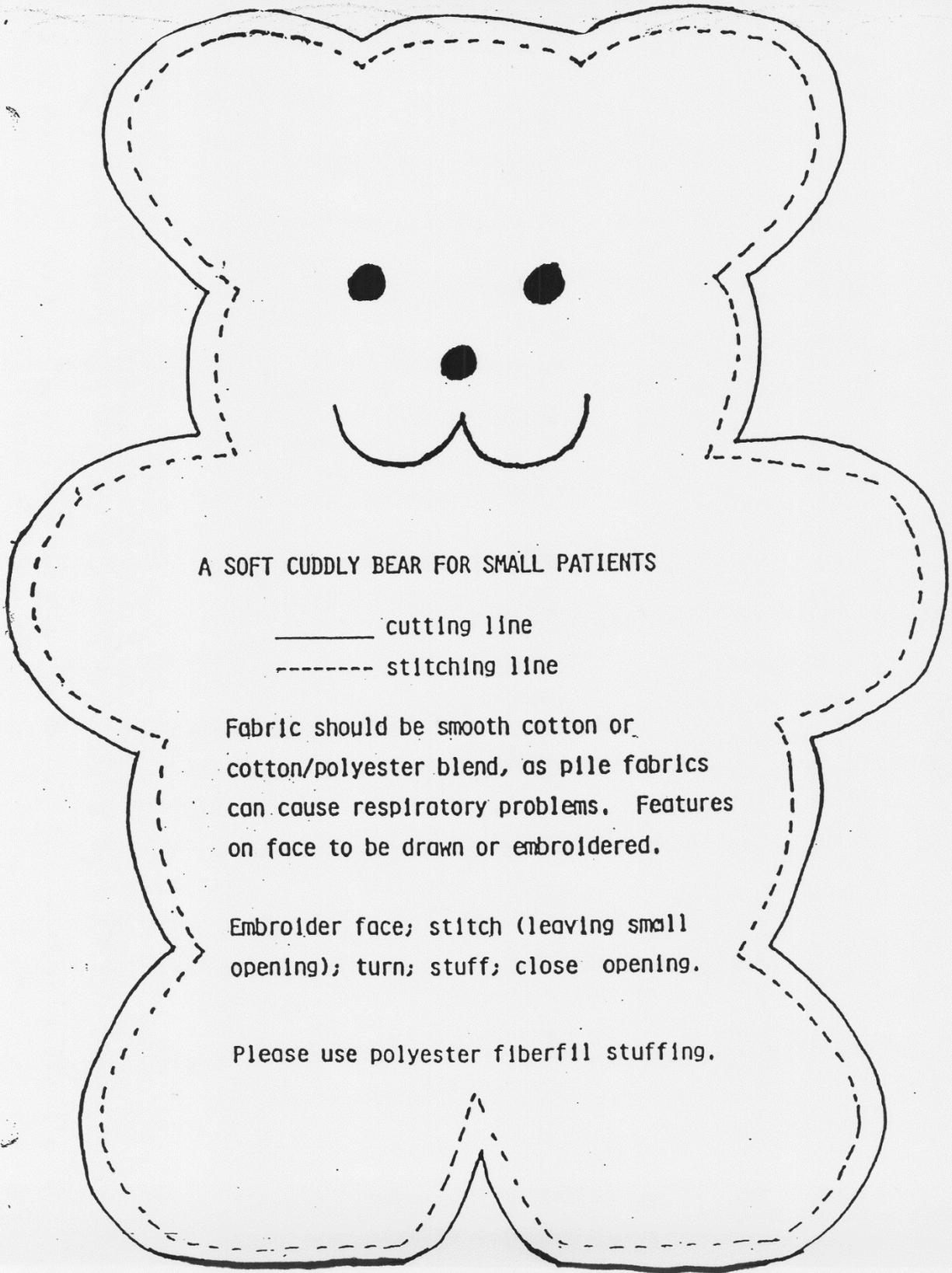
Hand sew opening closed with slip stitch

Draw CHKD face on bear with fabric pen

7) Checking the Bears

Please ensure that **all** bears are examined prior to delivery at CHKD. Check for:

- any pins & needles
- check for loose ends
- check that all bears look similar in size, stuffing, and faces



A SOFT CUDDLY BEAR FOR SMALL PATIENTS

_____ cutting line

----- stitching line

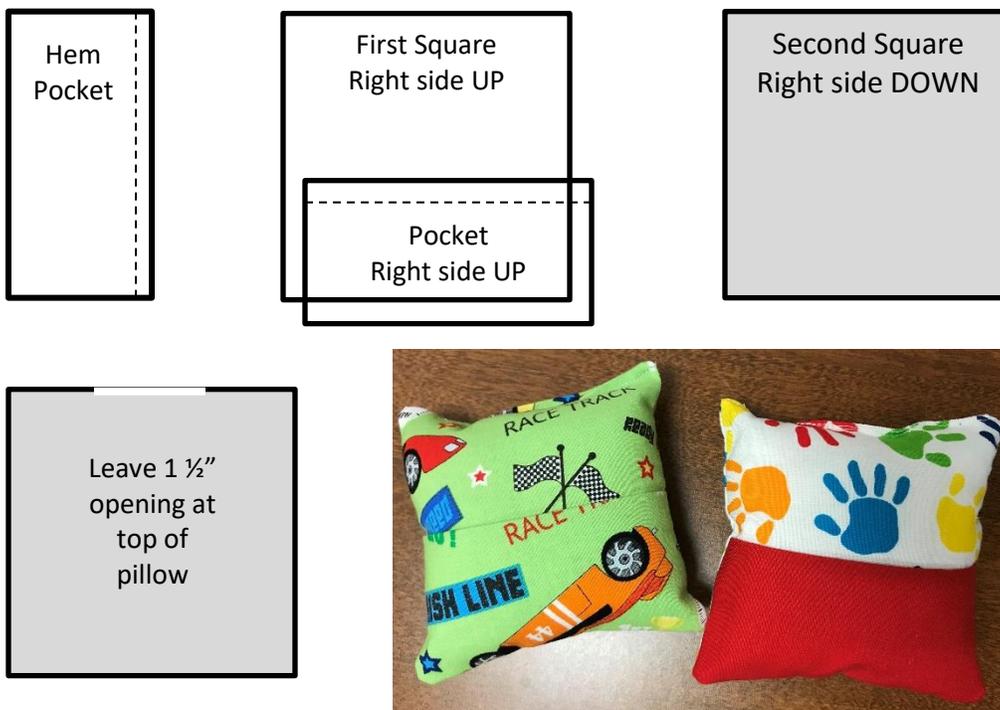
Fabric should be smooth cotton or cotton/polyester blend, as pile fabrics can cause respiratory problems. Features on face to be drawn or embroidered.

Embroider face; stitch (leaving small opening); turn; stuff; close opening.

Please use polyester fiberfill stuffing.

TOOTHFAIRY PILLOW

For when the childhood milestone of losing a tooth happens during hospitalization; also for patient keepsakes and comfort.



Cut (2) 4 1/2" pillow squares & (1) 2 1/2" x 4 1/2" pocket (100% cotton & poly-cotton fabric in fun colors).

Sew a 1/4" hem on the edge that will be the top of the pocket (sew lace or rickrack across pocket top if desired).

Place one pillow square right side up on the table.

Place the pocket square right side up on the pillow square (hem facing down).

Place second pillow square right side down over the pocket and pillow square.

Pin in place and sew around all 4 sides, leaving a 1 1/2" opening at the top of the pillow.

Make sure pillow is turned right side out; pocket fabric should be right side out. Press.

Stuff with Polyfil (a chopstick is a good tool for packing the corners firmly).

Close the opening with hand stitching.

To purchase directly for Child Life, please search CHKD on Walmart's Registry for Good or Amazon



Child Life Wish List

CRAFT SUPPLIES

Crayola crayons (small boxes)
Coloring books (non-holiday and non-religious)
Elmer's glue, Craft/Tacky glue
Crayola paint and watercolor paint
Crayola markers and window markers
Bingo paint dots, glitter
Paintbrushes (all sizes)
Hasbro Play-Doh, Crayola model magic
Pony beads, Small jewelry beads
Elastic string and lanyard
Stickers, Duct Tape

TOYS

(No wooden toys UNLESS it has a clear protective coating on all surfaces)
Infant rattles/wrist rattles
Plastic infant and toddler toys (ex. shape sorters, ring stacks)
Cause-Effect Toys
Plastic play food, Fisher Price Little People
Nintendo Switch & PlayStation 4 games (No T or M Rated)
Small cloth baby dolls
Board games/Electronic Board Games (ex. Monopoly, Guess Who)
Matchbox cars
Uno Cards, Playing cards
Action Figures, Barbie Dolls
Puzzles Books

OTHER

Bubbles (wedding size bubbles), small pinwheels
Batteries, Gift Cards (Amazon, craft stores)
Journals, pens, pencils